RECORD KEEPING FOR CHILD-HELPING ORGANIZATIONS

RALPH

Vol. _____ Date Nov. 13, 1915

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ELEMENTS OF RECORD KEEPING FOR CHILD-HELPING ORGANIZATIONS

BY
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PREFACE

THIS book is a collection and amplification of suggestions sent out by the Department of Child-Helping in answering requests for information concerning practical record forms and filing systems for child-caring organizations.

These requests have come from many types of child-helping agencies, such as orphanages, foundling asylums, rescue homes, reformatories, institutions for defectives, Negro schools, juvenile courts, child-placing societies, and humane societies in the north, south, east, and west. Some of these organizations are located in large centers where they have opportunity to keep in touch with new developments in record blanks and methods of filing; others are in remote country districts where organized social work is unknown or in its infancy and where there is little or no chance to see how such work may be best handled. It is particularly to meet some of the needs of the latter class as to the why and how of record keeping that the book is issued.

Specifically, our aim is to point out the bearing which record keeping has upon the work of all agencies which care for children; to acquaint managers and workers with the record forms and filing devices found most helpful by recognized child-helping authorities; and to link up to this material certain publications on the allied subjects of investigation, treatment, and co-operation, a working knowledge of which is essential to vital and effective results.

So far, no special effort has been made by child-caring organizations to adopt uniform record blanks, and a comparison of forms used for similar purposes by different agencies shows wide variations both in points covered and their arrangement on the blank. In presenting illustrations of different types of blanks, it has, therefore, been necessary to make some

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selection. From each type of record form studied, the writer has chosen one or more which seem most practical and satisfactory. In a few instances, where no satisfactory blank was found, a form has been suggested.

No attempt has been made to anticipate the minor problems which are bound to arise in planning and installing particular systems of records. Some of the details of the blanks and filing systems needed by different agencies necessarily vary according to their scope, policies, and circumstances, and must be adapted to fit each type of work. This discussion is limited to those general aspects of social record keeping which are fundamental and applicable to all phases of child-caring work. This must be remembered by anyone who makes use of the blanks and methods here described.

For the forms and illustrations used in this study, for much excellent material which could not be included, and for many helpful suggestions, the Department is indebted to a large number of child-helping organizations in different states, which have been consulted in an attempt to learn how far record keeping, or the lack of it, has helped or hindered the welfare of children in their care, and what record forms and methods of filing them have proved most practical and useful in the day's work.

The Department of Child-Helping will be glad to supplement the information here given and to make suggestions to individual agencies in regard to installing new systems of records or modifying old ones.

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INTRODUCTORY

ANY person or agency engaging in a child welfare campaign learns sooner or later that success depends largely upon facts which have been carefully recorded. And, further than this, it is found that the virtues or faults of the records of child-caring organizations vitally affect the children they are striving to help.

To many of us records stand remote from human interest; they suggest business offices, with desks and ledgers; or courts of law, with registers and files and collections of documents; but it is seldom that we think of them in connection with the home life or personal activities of children. We are apt to overlook the fact that records are kept by every individual and family and that they play a vital part in the simplest human relationships of everyday life. For instance, the ceremony of the birthday cake, with its candles, rests upon a child's birth record; when he enters school a vaccination record is required; if he applies for a position he must furnish credentials as to age, fitness, training, and character; when an estate is being settled questions often arise which call for proofs of birth, death, or marriage; the taking out of an insurance policy involves a knowledge of the physical history of his parents and grandparents; every day, in innumerable ways, records rival chance in determining his fate. In the normal family some of these records are usually written. Births, deaths, and marriages are registered in the family Bible; there are written school reports and diplomas, health and marriage certificates, family "trees," family albums, and old letters; the modern baby's biography provides for elaborate records of growth, health, school progress, and personal traits. As a rule, however, many minute details are not written, but are preserved within families by bonds of affection and common interest. Family festivals, the intimate daily associa-

tion of parents and children, winter evenings around the fire, the interchange of visits among relatives—all give abundant opportunity for stamping upon the memories of parents and children significant items of family history. It is impossible, perhaps, for persons who have grown up in their own homes to realize how often their plans would be checkmated and the whole current of their lives changed were they not able to call upon these informal family records for help at certain times.

When children become dependent or delinquent and pass from the care of their own parents into that of children's institutions and societies, all essential facts of personal and family history should be collected and recorded by these agencies; not only that the information may be preserved for the children, but that the agencies may have it as a guide in caring for them.

The informal methods of record keeping, which are often sufficient for practical purposes as long as families are intact, can not be depended upon by child-caring organizations. These must substitute well-organized systems of written records for memory and the casual written records kept by families. The workers in these agencies have not the opportunities which relatives have to absorb facts through close and prolonged association with the children and their families; and even if they had, it would be humanly impossible, because of the shifting populations and frequent changes of officers, to preserve and use the information without carefully kept records.

In the study here presented, it will be shown how the systematic use of records in decisions involving the acceptance, care, and discharge of children is indispensable to effective work, and how they may serve not only to safeguard and increase the happiness and welfare of children already in the care of institutions and societies, but to prevent other children from needing such care in the future.

CHAPTER I

INFORMATION SHOWING THE IDENTITY AND WHEREABOUTS OF CHILDREN

IT is reasonable to expect, and state boards of charities sometimes require, that any organization which assumes the care of a child shall have a permanent written record showing who he is, why and how he was received, and what was done for and with him. As one worker remarked, "However deficient the records of an organization may be in other respects, no one should ever be able to say of any agency that it has lost track of a child through failure to record his movements, or that children and their families have been needlessly kept apart because an organization did not record identifying information which it could usually have obtained if it had tried."

Many organizations for child-care do not, however, keep so much as a book register, and often those which do keep one enter information in it so meager or indefinite that it is utterly worthless. For example, the records of a New York City institution contain so little information that in many cases it would be practically impossible to trace the children or their families. The records of two of its discharged children read like this:

> Harold. Mrs. Eva Kinsey. One child. Mother unable to pay more. Gone.
>
> William, Henry. Mrs. Ruggles. Two children. Will take them out on the fifteenth. Has married. Gone.

The following is a sample of the records kept by an institution in Maryland. It shows a conscientious attempt to keep records but a failure to see the necessity, not for mere entries, but for such entries as supply definite, useful facts:

Mother's maiden name	*Carrie*
Where parents lived	*Baltimore*

Whether baptized	*Yes*
If so, where	*Baltimore*
When, by whom	*Rev.——*
Hair	*Brown*
Eyes	*Blue*
Complexion	*Dark*
Height	*3 ft. 2½ in.*
Weight	*40 lbs.*
When admitted	*Sept., 1898*
From whom received	*Her mother*

A manager of an orphanage in Georgia, who is impressed with the dangers involved in poor record keeping, says:

"I find that only the crudest records of the children are kept, merely their names—which are not even alphabetically arranged—and the date of their entry."

When the matron of a Pennsylvania institution was asked for some very necessary information to help in deciding the futures of certain children in the Home, she said that she could not give it because she had been there but a few months; that her predecessor, who "didn't see the good of records" because she "remembered all about the children," had died suddenly and all the information had died with her.

Instances are constantly coming to light of boys and girls who can not find out who they are, and of children and parents who have been lost to each other as a result of such fragmentary record keeping.

In the Baltimore *Sun* of February 16, 1912, for example, we find the following item:

> More complicated than the plots of many plays in which the orphan who has become rich seeks her humble parents, is the case of a wealthy woman from New York who left Baltimore yesterday afternoon after being here for a week in search of her parents.
>
> She made investigation of the records of a number of the orphan asylums of the city, saying that when about two years of age she had been left in an asylum in Baltimore and had later been adopted by a well-to-do family. She married a New York business man, who had amassed a fortune since their marriage.

At the Home of the Friendless, Lafayette and Druid Hill Avenues, she found a record that she had been in the asylum a number of years.

"Mary Rudger," the record read, "left here by mother. Mother will pay."

That was all she could find, as Mrs.———, the matron, said the little orphan's mother had never returned to the asylum after leaving the child there.

The superintendent of a large orphanage in New York City expressed his shame that an inadequate record system in his institution had been responsible for such instances as these:

"A boy who had been in the institution eight years before, came back looking for definite information about his birthplace and his parents and relatives so that he might enter a claim for a sum of money which would probably come to him could he prove his identity. Our records were too incomplete to be of any service to him.

"A few weeks ago we had a similar experience with a young man who wished to find out his exact birthplace. Our records said simply 'born in Virginia.'

"We are constantly being called upon," he said, regretfully, "by those who have gone out, for information which we are unable to furnish."

The superintendent of a child-caring organization in the Middle West tells of an instance where the society was unable to shield one of its wards against the insinuations of a jealous suitor because it had failed to make a complete record of her parentage. "It would have been worth a hundred dollars," writes the superintendent, "to have had that blank filled in."

The secretary of a state board of charities in a southern state cites another instance:

"We had an inquiry not very long ago as to the whereabouts of a child who had been born at one of our maternity hospitals, and who had been placed in a home by the matron. The father of this child had just died and had made it his heir. No records had been kept by this institution and the matron did not remember with whom she had placed the child. The physician had forgotten all about the case, and we have been, up to this time,

unable to ascertain whether or not the child is alive, and, if alive, with whom it has found a home."

The president of the board of managers of an eastern orphanage recently received the following letter from a boy who had previously been in her institution:

UNITED STATES SHIP ———

April 1st, 1913,
Phila., Pa.

Miss ———
Dear Madam:

Will i asked you to do me a great favor i have not asked since i left the home 10 or 11 years ago because I did not fell it like i do when traveling around the world. Will you please look in the old records and see if you can trace up my father and mother. i don't know or have never remember seeing since leaving the dear old homestead i hope to visit probley this summer in my Uniform. My father name i think is Richard ——— and mother Susan ——— i doing well i join to see the world and save some money so i could see some part of the world if i knew where my mother was i would not Join the navy. Some time i get a thinking about the ——— Orphan Asylum & mother & i sit down & hold my face & cry. As i grow up in manhood with no one to love but God i feel like a lost sheep. Im 23 years old now & Nov 7–1916 i will be 27 years old. Miss ———, Directress, will you please investigate & find out something. Some yrs ago Mr. ——— said he thought they were up in New York State in the poor house. i been searching for the last 6 yrs. I doing find & i have not had a sick day since i left the grand old home.

I remain,
Yours sincerely

———

The superintendent of the institution went to see the boy and found that his concern was genuine and that he had been searching for his family for several years whenever he was away from his ship. The records of the institution did not contain a single clue to help him. At the time the little fellow was

admitted no one had thought it important to record anything about his mother. It may be that some manager or matron once "knew" about her, but the obligation could have been discharged only by making a careful written statement in the official records.

In all of these cases, the institution records should have contained information which would have been of definite help in meeting the problems of their wards.

THE REGISTER

The simplest and earliest form of written record for identifying children and tracing their movements was the register. In the early days of child-caring work it was the only form of social record, and even today it is the only one which some agencies use or which they are willing to concede should be kept. But among the best child-caring agencies social record keeping has advanced far beyond this primitive stage, and card systems, which include detailed family history records, are now considered essential for thorough work.

As an equivalent for these fuller records the register has no claim, but it has an important use as a safety device. By bringing together in one place the names of all children who come under the care of an organization, along with certain minimum information needed for identification, it serves as a check upon the card system and as a safeguard in case a card record should be lost.

Although of limited social value, judged by the highest standards of today, the fact that the register is known to all agencies makes it common ground from which to approach the larger aspects of social record keeping. Because of this, it is treated first.

The fact that the register is merely a safety device should, however, always be kept in mind, and in no case should it be accepted as sufficient in itself or as a substitute for full family histories which the most progressive child-helping organizations now recognize to be the real point of departure in all sound child-caring work.

Institution Number	NAME OF CHILD	State Board Record Number	Date of Admission	Date of Discharge	Age when Admitted	Date of Birth	Sex	Color	Physical Condition	Mental Condition	Father's Name	Mother's Name	Birthplace of Father	Birthplace of Mother	Birthplace of Child	Religion

Cause of Commitment or surrender	Name and title of Committing Officer or Name and relationship of person surrendering child	Supported by (name of City County, Town, Village or Institution	Per capita amount received	Occupation of father if living	Occupation of mother if living	Cause of non-support by surviving parent or parents	Name and address of nearest relative	Name and address of person to whom discharged	REMARKS

FORM NO. 1. CHILDREN'S REGISTER[a]

Albany Orphan Asylum

(Size of single page 13¾ x 16¾ inches. Owing to limits of space, the headings for the two pages have here been printed on one page)

[a] The record of each child occupies two lines running across two opposite pages. Every second line is heavy in order that the record of each child may stand out clearly.

The size given under each record is that of the form from which the reproduction was made. In some cases it may be better to modify these measurements. Note the discussion on page 142 as to sizes of blanks and record cards, suggesting standard size as far as practicable.

The register of the Albany Orphan Asylum, Form 1, shows the points which child-caring agencies in New York that receive state funds are required by the state board of charities to keep. The rules of the board state that they shall keep

> a book in which shall be recorded and preserved in permanent form the following facts regarding each child: Name; sex; color; place and date of birth; last residence; the following facts concerning the father and the mother: residence if living, birthplace, religion and occupation; name and official title of committing officer; name of county, city, town, or village upon which the child is a charge; the reason for non-support by the father, if living; the reason for non-support by the mother, if living; and such other information as may explain the dependency of the child.*

This style of register is very generally accepted as useful.

For organizations which do any considerable amount of placing-out work, a smaller book, with a page or a half page devoted to each child, will probably be found more satisfactory because it allows for a continuous record of the whereabouts of children who may be replaced. A register of this kind is used by the Kentucky Children's Home Society. Form 2 shows a page from the register of this society.

Although the card system is more convenient for keeping most social records, and has very largely supplanted the book system, registers should be permanently bound books, in order that the danger of loss may be minimized.

As a matter of convenience and economy of time, it is desirable to have a register ruled and printed to order. One like that of the Albany Orphan Asylum costs about $14 for 100 double pages. If an institution can not incur this expense, a very good substitute may be planned at small cost. A ruled book, pages 12½ x 15 inches, or larger, with no vertical lines, forms a good basis. This provides a space of at least 30 inches across two opposite pages. The pages may be ruled into columns, and column headings, covering any points which an institution wishes to include, may be written in or printed by hand. Stock books of this kind, in sizes ranging from 100 to 300 pages, cost

*New York State Board of Charities. Annual Report, 1910, Volume III, p. 1001.

NO. 1515

Name of Child Mary Smith

Date of Birth Janʸ 16, 190[illegible] Age 9 Sex Female

Cause of Child's Dependency Deserted by father, mother destitute.

Name of Mother Edith Smith Address Owensboro, Daviess Co.

Name of Father Albert Smith Address

Name of Guardian Judge W. W. Owen and Edith Smith Address Owensboro, Daviess Co.

Court Order by Judge W. W. Owens Address Owensboro, Daviess Co.

When Released Febʸ 10, 1913 Child Received Febʸ 11, 1913.

Placed Febʸ 20, 1913, Alfred and Margaret James, Cadiz, Trigg Co.

Returned Mch. 27, 1913.

Replaced Mch. 31, 1913 — Geo and Mattie Powell, City

Returned Apl. 14, 1913.

Replaced Apl. 24, 1913, Tom and Mary Brown, Ford, Clark Co.

FORM NO. 2. CHILDREN'S REGISTER[a]

Kentucky Children's Home Society, Louisville

(Size 10 x 14 inches)

[a] This form illustrates a style of register which provides for a continuous record of placements and replacements. It is suggested that the form be amplified to include at least the information covered by the register of the Albany Orphan Asylum, Form No. 1. The above cut represents only about one-third of the 14-inch length.

from $1.50 to $3.00. If a number of institutions in any locality were to agree upon a uniform style of register, a considerable saving in cost could be effected by arranging with a printer to supply a quantity.

Entries in the register should be made in ink, in strictly chronological order, and should be numbered consecutively.

CHAPTER II

INFORMATION FOR DECIDING WHETHER CHILDREN SHOULD BE RECEIVED

CHILD-HELPING organizations are recognizing more and more that they must consider carefully the special needs of the individual children in their care if their work is to be truly effective. Indeed, "individual treatment" has come to be almost a slogan among many child-caring agencies. Workers in children's institutions frequently say, "We give all of our children individual care"; "This is not an institution, it is a home." Placing-out agents tell us that their aim is to "fit the child to the home and the home to the child." Many institutions point with pride to their cottage plants, which have been provided that the individuality of the children may have fuller play. Superintendents tell us that the children no longer wear uniforms and that they are allowed to choose many of their own clothes; that special educational opportunities are provided for gifted children; and that self-expression is everywhere encouraged.

Yet some of these very organizations which lay the greatest stress upon treating children as individuals, as a matter of fact often fail in this because they do not see that individual care involves comprehensive records of the personal and family histories of the children; that only with the help of such records can they possibly know what each child needs.

Many agencies accept children because their families are in trouble and the children happen to be eligible, although a study of the family histories would frequently show the cruelty or possible dangers of such a course and the need of some totally different plan. On the other hand, there is an increasingly large group of managers and workers who are giving careful attention to the family background and personal histories of children before making decisions. They have found out by hard

experience that the physical care, training, and education of dependent, delinquent, and defective children can yield the best results only when they form part of a larger plan which considers the present needs of each boy and girl in the light of past circumstances and future possibilities.

A concrete instance will show the value of family histories as guides in receiving children.

Jane Blank and John Doe were two real children who were wards of the same orphanage and whose stories illustrate how large sums may be spent and no real headway made in the permanent solution of such problems as theirs when agencies accept children without considering them in the light of family relationships.

Jane and John first met each other in the reception room of the orphan asylum. Superficially regarded, they were both in exactly the same predicament; their fathers had died and their mothers, who had to go out to work, had asked the orphanage to take the children.

Following the commonest practice of such organizations, the investigation made had consisted of an interview with the two mothers in the office of the orphanage. Mrs. Shaw, the institution manager, who was chairman of the admission committee, had talked with the mothers, had recorded their names and addresses, a few other miscellaneous facts, and the names of references which the mothers supplied. She assured the women that their applications would be considered at the next meeting of the board. After corresponding with these references the records which the manager made were as follows:

Jane Blank	John Doe
Age—4 years	Age—8 years
Father—killed in a mill	Father—James, dead
Mother—Sarah	Mother—Anna
Address—51 State Street	Address—234 Pike Street
Occupation—Is going to take a place as domestic and can not keep child	Occupation—Laundress. Goes out to work and can not leave child alone during day

Recommended by Rev. Dr. Partridge	Recommended by Mrs. Loomis
Date, Dec. 2, 1909	Date, Dec. 2, 1909

The board met the following week to consider applications. Mrs. Shaw presented the requests for the admission of Jane and John, together with the records which she had made and the recommendations of the references. Jane's mother had brought a letter from Rev. Dr. Partridge stating that she was "a worthy woman," a member of his church. Mrs. Loomis, who happened to be a former member of the board, had telephoned Mrs. Shaw that John's mother was a hardworking woman, who sometimes washed for her when she needed extra help. Mrs. Loomis said she hoped that John would be admitted as soon as possible, because his mother had no one with whom to leave him when she went out to work.

Mrs. Shaw told the board that both these women impressed her as being "respectable and worthy," and she recommended that both the applications be accepted. The board promptly voted to receive the children.

Some years later, the managers of the institution, who had become convinced of the importance of thorough investigation of applicants before admission, employed a trained visitor to do this work. She began by getting acquainted with the families of all the children then in the institution and reporting her findings to the managers. The reader will see the striking contrast between the records made by Mrs. Shaw three years before and those of the trained visitor whom these wise managers engaged.

SUBSEQUENT REPORTS OF A SPECIAL VISITOR UPON THE HOMES OF JANE AND JOHN

Jane Blank	John Doe
Parents married—S———— N. Y., April 5, 1895.	Parents married—M———— Ohio, June 4, 1903.
Father—Frank, dead. Was brakeman on ——— R. R. While on duty was killed in a collision caused by an	Father—James, died in operation in ——— Hospital. Hospital could furnish no record of his death.

open switch. Family received no damages. Company paid funeral expenses only. Father left $1000 insurance.

Mother—Sarah, 781 Third St. Age 36. Mrs. B. said that she kept her family together until insurance was exhausted and then placed children in institutions.

She has a physical disability which makes it difficult for her to continue with her present work. She has not the means to go to a physician. Did not know how to proceed to get hospital care. Said she could not afford to give up her position for fear she could not get another one, and that she had nothing with which to pay rent while she was in the hospital.

At present employed in G—— Department Store. Earns $6 a week.

Formerly worked for—

J. S. Shields, 75 Worth St., Barnes Co., Canal St., F. L. Coulter, 81 Main St. These former employers were interviewed or written to. They all testified to the efficiency and trustworthiness of Mrs. B. (Letters attached.)

Mother—Anna, 54 Lawrence St. Age 40. Intoxicated when visitor called. Opened door to her one room, where a man was asleep. Visitor did not go in, but found out from mother that she had formerly worked for the Star Laundry, 47 West 10th St.

Interviewed Mr. J. S. Long, foreman of laundry, who stated that woman was a good laundress when sober, earning $16 a month and maintenance; that she was a heavy drinker and had had delirium tremens. Said that he had heard that she was living with a man to whom she was not married.

Former neighbors—
Mrs. Laura Cole, 57 State St., Mrs. Mary Briggs, 48 State St. Both stated that Mrs. B. was an exemplary woman who had tried to run a little store but had failed. They said that she had always taken good care of her children and made a pleasant home for them.

Children—
Bertha, born 1/21/1897; Joseph, born 2/8/1900; William, born 5/2/1902; Jane, born 8/5/1906. All born in D——, Pa. Bertha living as domestic with paternal aunt, W——, Pa. Visitor saw William and Joseph. Both were formerly in M——— Home, now at home with mother. Mother said that William is very delicate, goes to school and does the housework; that Joseph has position as office boy, earns $3 a week. Wants to be a doctor.

Children—
Marie, daughter by former marriage, 17, said by sister of Mr. Doe to be of doubtful reputation; John, born 10/5/1905, E———, N.J.; Mary, born 2/13/1909, E——, N. J. Mary also in this institution.

Home—Three roomed flat, clean, well kept.

Home—One room, 4th floor of tenement, occupied by mother and man with whom she lives.

Neighborhood—Railroad yards, numerous "gangs" of bad boys, rough class of people. Mother said that she knew it was not a fit place for the children, but that her boys are quiet and

Neighborhood—Low class, saloons, pool rooms, low class of people.

stay at home so it does not matter so much, but that she would not bring her daughters to it.

Relatives — Paternal aunt, Mrs. D. S. Dodd, W———, Pa., with whom Bertha lives as domestic.

Relatives — Paternal grandfather, Mr. J. F. Doe, S———, Pa. Refuses to recognize Mrs. Doe, but is willing to take John. Will come for him if institution will release him.

Mrs. Geo. Doe, 15 Ray St., wife of father's brother. Stated that she has had nothing to do with family since father's death; intimated that both mother and the daughter by former marriage are immoral.

———

Visitor's Estimate—
High grade, self-respecting family, poverty main difficulty. Mother is in poor health. She needs medical attention.

(Signed) *A. V. Cross*
Visitor

Date, *May 5, 1913*

———

Visitor's Estimate—
Mother low, immoral woman, absolutely unfit to have custody of children.

(Signed) *A. V. Cross*
Visitor

Date, *May 8, 1913*

Viewed through the eyes of the institution manager, Jane and John, like many of the other 200 children in the Home, had simply been a little girl and boy whose fathers were dead and whose mothers had to go out to work. But the facts secured by the institution visitor showed how widely different the problems of the two children really were. The visitor found

In the case of Jane:
A home broken up by an in-

In the case of John:
A home in which poverty and

dustrial accident for which the family had received no compensation.

An efficient, self-respecting mother, who as long as the insurance lasted was able to keep her home together, but who was later forced to break up her home because of poverty only.

An opportunity to reconstruct the home and reunite the family.

misfortune were coupled with vicious habits.

A mother who was clearly unfit to have the care or guardianship of her children. A grave danger threatening the future of this child in the absence of legal measures to prevent his mother from debasing him.

If, while the applications were being considered, the managers had secured the facts that the visitor learned through personal visits to these homes and to references, instead of acting on impressions and a few scattering half truths, they would hardly have made the mistake of handling the problems of both children in exactly the same way.

As has been seen, the visitor's report at once suggests, in the case of John, the need of legal control in order to protect the child from the interference of his mother, a woman proven to be unfit to have the custody of a child. The fact that the visitor found relatives who were willing and able to give John a home, makes it seem probable that he need never have entered the institution at all had these relatives been discovered in the beginning. Because it did not know of them, the institution cared for the child for three years, at a money cost of approximately $600, enough to have paid the salary of a trained visitor for several months.

Even if the relatives had not taken him in the beginning, there was still the alternative of a family home which an enterprising visitor could probably have found. At the time the managers took John into the institution he was but eight years old, an age when children may be satisfactorily placed out, and as there was little likelihood of his mother ever being fit to resume care of him, there was every reason for adjusting him to normal family life as soon as possible.

There are various plans that a resourceful visitor might have worked out for Jane. In her case there was every reason

for preserving family ties by keeping the mother and her children together. Perhaps this might have been done by the help of other agencies, without taking the child into the institution at all; but even had it been wise for her to enter the institution temporarily, the best help could be given her only by reconstructing and reuniting the family. No one of the managers had, however, found out about the physical condition of the mother, who, while Jane was being cared for in the asylum, was every day becoming less able physically to resume the care of her children. Then there was the question of accident compensation for the father's death. Perhaps the Legal Aid Society which existed in that community, or the institution's own attorney, could have brought about some settlement with the railroad which would have made it possible to keep the family together, if the circumstances of the father's death had been considered. The possibility was at least worth some hard effort to obtain such compensation.

There were four other children in these two families about whom the institution knew nothing. If conditions exist which make it necessary for a family to apply for care for one child, it is almost certain that these conditions will affect the other children also, and no agency should make a plan involving one child without taking the others into account.

Marie, the half sister of John, who was said to be of doubtful reputation when the visitor made her inquiry, was but fourteen years old when John was admitted to the institution. Had the institution known about the mother's character at that time something definite might have been done to protect this girl.

In Jane's family, the visitor's investigation showed one boy whose health was not good, and one who had ambitions which would suggest the wisdom of considering whether some educational opportunities should not be provided for him as one step in reconstructing the family.

All of these steps, which might have been suggested by knowledge of the family histories of these children, were impossible without initial investigation and records. The visitor's records of the families of Jane and John cover the facts learned

in her initial investigation. If a constructive program were to be worked out in either case, additional information would be needed on certain points.

There is nothing especially dramatic or spectacular about the stories of either Jane or John. Our main reason for choosing them is because they are not unusual, but representative of the way in which children's agencies frequently fail to realize that they can not help a child thoroughly or safely without taking into account the family conditions which are back of him.

Of course it is not expected that any one organization will be equipped to carry out, by itself, every part of the complex programs which careful studies of conditions often show to be necessary in the work of reconstructing families. Children's institutions and societies must co-operate with other organizations to secure medical care, employment, legal advice, or such other assistance as may be needed to put families upon their feet. In places where such supplementary agencies do not exist it is part of the work of children's agencies to help create them.

APPLICATION BLANKS

There is a difference of opinion among those in charge of child-caring agencies as to what should be the first step in securing these family history records. Some think that the parent or guardian should be required to make a written application for the admission of a child, on a printed form provided for this purpose, preliminary to any action by the agency. Others believe that if a thorough investigation is made by the organization and a full record kept, an application merely duplicates this information, and adds nothing of value to the record.

It is true that the information covered by an application blank is usually duplicated in the family history record, yet an application may, in some cases, have a value sufficient to offset this objection. Many public agencies, for instance, consider written applications essential in order to protect their officials against possible charges of seeking out persons to aid; and the written statement of an applicant may also be useful should legal questions arise involving a child. It is thought by many

workers that making a written application has a good moral effect upon the applicant. In any case, there can be no serious objection to the use of an application blank for admission, provided the agency itself makes a complete and independent inquiry.

In formulating an application blank, care should be taken to have the questions simple and definite and to frame them in such a way that the person answering them can be in no doubt as to the exact information which is expected. To frame questions which are capable of but a single interpretation and which cover every detail of the information wanted, much more care and thought are required than is evidenced in many application blanks.

The application blank of the Hershey Industrial School in Pennsylvania is admirable for its simplicity, clearness, and definiteness. Form 3, on the following page, shows the first page of this blank. Attention is called to the following excellent features:

1. The well defined columns for QUESTIONS and ANSWERS, and the bold, clear type in which those words appear.

2. The numbering of questions and answers to correspond and the ruling off of each set by a heavy black line. This helps to focus attention upon one point at a time and to prevent the overlooking of points.

3. The definite form prescribed for replies, which might not be given in equal detail by all persons if specific information were not called for on the form. For example:

When was he born?	Date
	Month
	Year
Where was he born?	City, Borough or Township
	County
	State

If the question read simply "When was he born?" many replies would state "1901," "1905," omitting the day and month. If the blank asked "Where was he born?" many persons would name "Pennsylvania," "Italy," or some other state or country,

APPLICATION

To the Managers of the Hershey Industrial School:

The undersigned having duly considered the information given by the Managers of The Hershey Industrial School to those who may desire to place poor, healthy, white, male orphan children in the School, and the conditions for the admission of such orphans, hereby applies for the admission of William Brown. I certify the answers given below to the several questions hereto attached, are accurate statements of the facts. Should this application be granted, I bind myself to comply with the conditions of admission. (a)

Mary L. Brown
(Signature of applicant)

28 State St.
(Residence)

Harrisburg, Pa.
(Postoffice address)

(To be signed by the mother, or if that cannot be done, then by the guardian, next friend, or other competent authority.) (b)

QUESTIONS	ANSWERS
1. What is the name of the orphan for whose admission into The Hershey Industrial School the above application is made?	1 William George Brown (State the Name in Full)
2. When was he born?	2. Date 28 Month December Year 1899
3. Where was he born?	3. City, Borough or Township Harrisburg County Dauphin State Pa.
4. When were his parents married?	4. Date 5 Month May Year 1917
5. Where were his parents married?	5. City Harrisburg Borough or Township County Dauphin State Pa.
6. By whom were his parents married?	6. Rev. A. W. Cross, Presbyterian Church, 6th St.
7. What was his father's name?	7. John Brown
8. What was his father's occupation?	8. Carpenter

FORM NO. 3. APPLICATION FOR ADMISSION
Hershey Industrial School, Hershey, Pa.
(Size 8 x 13 inches)

[a] It is thought that many institutions will find it desirable to omit specifications in regard to sex and color from this introductory statement, and to add numbered questions covering these points to the body of the form immediately following question 1.

[b] It is suggested that a space be provided under "Signature of applicant" for "Relationship of applicant to child."

9. What is the father's religion?

10. Where does the father live?

11. If the father is dead,
When did he die?
Where did he die?
What was the cause of his death?

12. What is the mother's name?

13. What is the mother's occupation?

14. What is the mother's religion?

15. Where does the mother live?

16. If the mother is dead,
When did she die?
Where did she die?
What was the cause of her death?

17. How many brothers and sisters has the child?
Give name, age, and address of each.

18. Give names and addresses of near relatives of father.

19. Give names and addresses of near relatives of mother.

20. What school did the child last attend?
Where is it located?
What was his teacher's name?

21. What is the name of the family physician?
What is his address?

22. What is the pastor's name?
What is his address?

23. Has the child any known physical or mental defects?

24. What is your reason for wishing to have the child admitted to this institution?

ADDITIONAL QUESTIONS SUGGESTED BY THE AUTHOR FOR FORM 3

without mention of the town or county. The carefully specified subdivisions under these questions help to insure full replies.

Page 1 of the blank of the Hershey Industrial School is given without change to show the general style of this form. For subsequent pages, questions 9–24, which are more applicable to institutions in general, have been substituted. If used in conjunction with Form 3, they should be arranged to conform to the general plan of that blank. Adequate space should be allowed for listing names and addresses under questions 17, 18, and 19. In making use of these suggested questions, agencies may often find it necessary to modify them to fit their special admission requirements.

The application blank is intended to bring out such information as may be properly asked from the parents or guardian of a child, leaving additional facts to be obtained by the visitor when a formal investigation is made.

FAMILY HISTORY RECORDS

Family history record blanks are necessary for recording the results of investigations whether or not a written application for admission has been made.

A family history record should show clearly certain facts about each member of the family, living and dead,—the name, age, sex, the race, nationality, and religion. Because of the close connection which often exists between ill health and dependency, the physical and mental condition of each member should be noted, and if any are dead, the cause of death. The card should show how many children are in school, how many members of the family are working, their occupations, income, and efficiency. The habits and reputation of the parents and children should also be carefully determined and recorded.

In order to learn these facts it is usually necessary to consult several sources of information, and the family history record should include the names and addresses of relatives, friends, and disinterested persons and organizations, such as physicians, employers, unions, churches, and so on, who may be able to co-operate or to give information which will be helpful in develop-

ing a plan for the child. The sources of information which prove valuable in one case may not be equally useful in another, but in making an investigation one never knows what particular bit of information will prove to be the master-key to a situation, and it is always desirable, in case one line of approach fails, to have others to follow.

There will always be instances, of course, where it will not be possible to secure all of the items called for on a family history blank, but the failure to secure facts should not be due to any lack of effort on the part of those making the inquiry.

To persons unfamiliar with investigation and record keeping as it is now practiced by the most effective children's agencies, many of the points contained in the family history record blanks may seem irrelevant and useless. As a matter of fact, however, every one has significance. They have not been adopted arbitrarily, but have been incorporated, one by one, as experience has shown that they have an important bearing upon child-caring problems.

Records of membership in lodges or unions, previous addresses and previous employers, for example, seem to some persons to have no value in the work of investigation. A few instances, however, will show that points which seem to many managers quite remote may be of immediate use when more direct means fail.

Previous Employers.—Through a man's previous employer, a children's agency secured information which enabled it to return a baby who had been abandoned by its mother, to relatives who had been searching for them.

The mother had left her husband and gone to a distant city with another man, taking her baby with her. She soon found herself homeless and applied for shelter at a rescue home. Shortly after this she abandoned her baby, and the institution asked the children's agency to care for the child. By following up small clues, the society learned the name of a previous employer of the man with whom the mother had eloped. The employer had a record of the references which the man had given him, and by means of these references the society was able to find the baby's father, who came on and claimed the child. Without the information which this former employer gave, the society would not have

been able to trace the father, as both the mother and the man had disappeared and all other clues had failed.

BENEFIT SOCIETIES, UNIONS, LODGES, INSURANCE COMPANIES, ETC.—A woman who had been deserted by her husband applied to an organization for aid. The society learned from the woman that her husband was a member of the Stage Carpenters' Union. With the help of the union the man was located, brought back to the city by the state's attorney, put on probation, and ordered to pay a stipulated sum to his family each week. The manager of the union assisted the society by holding the club of expulsion over the father in case he should fail to support his family. The man kept up his payments and later re-established his family in a comfortable home. Without the help which the union rendered, this family would probably have been a charge upon the society for a number of years.

PREVIOUS ADDRESSES.—A children's agency was asked to care for a child whose mother had placed him with a family to board and later deserted him. The only clue which the agency had was a previous address of the mother. The agent called at this address, where he learned the name of a previous employer and, through the employer, the name of a relative. The relative arranged for the boy to be returned to his father, after it was found that he was a well-to-do farmer who had been searching for the boy for more than a year. Without this previous address, which to some might appear to be a slight clue, neither the mother's employer nor the relative who succeeded in solving this child's problem could have been located, and the child would probably have been a permanent charge upon charity.

It is not necessary here to multiply instances and go into a discussion of the ways in which all of the various points on a family history record may be utilized in solving the problems of dependency and delinquency. For a detailed discussion of the uses of the different points, workers are referred to a manual entitled The Charity Visitor,* by Amelia Sears, which takes up each item on the family history blank and shows how it bears upon the work of investigation.

The following family history records have been selected as representative of the standards of investigation among some of the experienced and progressive child-caring organizations:

(Text continues on page 38.)

* Published by Chicago School of Civics and Philanthropy, 1913.

RECEPTION OF CHILDREN

No. 21906

Visitor
S. D. Evans

Name Gabrowski Ward 23rd

Cross References Samuel Cohen

	First Names	Age	Nationality	Religion	Color	Read & Wr.	Trade	Occupation	Misc. Income Earning Cap.	Wage
1	Jacob	32	Russian	Heb.	W.	Yes	Painter	Painter		$10wk.
2	Ida (Cohen)	30	Russian	Heb.	W.	No		Housewife		
3										
4										
5										
6										

	Children (under 18), legit.	Age	Date of birth	Nationality	Christened	School (grade) or Occupation	Residence
✓7	Bessie	10	3/1/03	Russian	-	Thompson - 2nd Grade	987 Black St.
8	Fannie	5	6/7/08	Amer.	-	-	"
9	Sarah	5	6/7/08	Amer.	-	-	"
10							
11							
12							
13							

	Other members of household	Occupation	Kinship	Address	Insurance, Lodge, Clubs, etc
14					
15	John Gabrowski	Tailor	paternal uncle	987 Black St.	
16					
17					
18					

	Residence	Rent	Rooms	Sublet	Date	Home and Neighbor Conditions
19	(1 and 2) 987 Black St.	$12mo	3	none	10/16/1913	Dirty, disorderly. Many saloons, a dance hall and cheap theatres in neighborhood.
20						
21						
22						
23						
24						
25						

	Relatives	Occupation	Kinship	Address	Co-operating Agencies
26	Simon Gabrowski	Carpenter	paternal uncle	1 Rowe Pl. nr. Clay St	Overseers of Poor 11/2/1911
27	Harry Gabrowski	Painter	"	" " "	Hebrew Benevolent 11/5/1911
28	Isaac Cohen	Tailor	maternal uncle	9 Whitmore St.	Mass. Gen'l Hospital 1/9/1912
29					School Visitor, Hubert Sch.
30					Psycopathic Hospital 10/21/13
31					Mrs. L. A. Carr, Probation officer, Juvenile Court
32					
33					Time In (1) (2) (7)
34					City 5yrs 4yrs 4yrs
35					State 5yrs 4yrs 4yrs
36					U. S. 5yrs 4yrs 4yrs
37					Citizen

	Applicant	Address	Application	Cause	Date
38	Mrs. L. A. Carr	Juvenile Court	Home for No. 7	Delinquency, poverty	10/6/13
39					
40					
41					

FORM NO. 4A. FAMILY HISTORY RECORD (Face)
Used by Boston Children's Aid Society and Children's Bureau, Philadelphia
(Size 8½ x 10½ inches)

	Employers / Dept.	Address	Date (from and to)	References, clergy, doctors, etc.
42	J. C. Burns Co.	85 Second Ave.	1911 - 1912	Miss Clark, Thompson School
43	Logan & Co.	289 Grant St.	occasional jobs	Miss E. H. Hobbs, Charles St. Gym.
44				Dr. L. B. Black, Psychopathic Hosp.
45				Dr. Mary Frank, 28 Day St.
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				

Character, habits, physical and mental condition by number

66 (1) Physically weak, asthma & rheumatism, has suffered from lead poisoning. Works irregularly.
67 Severe with children, disagreeable at home.
68 (2) Extreme nervousness, had hysteria and fainting spells as a child, very deaf. Sick most of
59 the time.
60 (7) Arrested for stealing and sex offenses. Mentally normal. (See psychological report attached)
61

	Previous Residences	Date	Previous Residences	Date
62	(1 & 2) 35 South St.	1909		
63	(1 & 2) 53 Wolcott St.	1910		
64	(1 & 2) 31 South St.	1912		
65				

Additional Information

66 26 and 27 unmarried.
67 28 has four children, oldest 14. (See Samuel Cohen, a ward of this Society)
68 15 boards with 1 and 2 to help family. Pays $4 wk.
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71
72
73
74
75
76
77
78
79
80
81
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86
87

FORM NO. 4B. (Reverse)

SURNAME	ALIAS	NATURE OF 1ST APPLICATION	CASE NO.
Lowry		Care of 3 children	91

DATE OF 1ST APPLICATION	ADDRESS	NO. ROOMS	RENT PER MO.	URBAN OR RURAL
June 15, 1911	Northville	2	$4	rural

1ST NAMES AND WOMAN'S MAIDEN NAME	MARRIED OR SINGLE	WIDOWED OR DESERTED	NATIONALITY AND RACE	YRS. AT AP. IN U. S.	YRS. AT AP. IN COUNTY	LITERATE OR ILLITERATE
Homer	m		Am. white	Life	Life	literate
Nellie D. (Schmidt)	m	widow	Am. white	Life	Life	literate

FAMILY			DATE OF BIRTH	AGE AT AP.	BIRTH PLACE	RELIGION	OCCUPATION OR SCHOOL GRADE	WAGES PER WK.	MENTAL OR PHYSICAL DEFECT	PRESENT WHEREABOUTS
1. MAN Homer				41	N.Y.state	Prot.	night watchman	$50 mo.	died of cancer of stomach	
2. WOMAN Nellie				35	N.Y.state	Prot.			heart trouble	
CHILDREN	SEX	LEG. OR ILLEG								
3. James	m	L.	9/6/1896	14	Hudson	Prot.	4th Grade			with mother
4. Gertrude	f	L.	10/16/98	12	"	"	2d Grade			" "
5. Myron	m	L.	9/1901	9	"	"	2d Grade			" "
6. Albert	m	L.	7/10/1903	7	Northville	"	never attended			" "
7. Florence	f	L.	3/5/1907	4	"	"				" "
8. Mary	f	L.	9/1909	1	"	"				" "
9.										
10										
11										
12.										

OTHERS IN HOME	AGE	KINSHIP	TO NO.	INTERESTED PERSONS	ADDRESS	RELATIONSHIP
Mrs. Agnes Good	29	sister	2	Mrs. Chas. Allen	Northville	neighbor
				Mrs. Robt. Fuller	"	friend
				Mrs. Robt. Boyd	87 State St., Catskill	friend
				Mrs. Mary Goodwin	Trivoli	friend
				Mr. H. L. Long	Police Station, Cohoes	H.S. agent

RELATIVES NOT IN HOME	ADDRESS	KINSHIP	TO NO.	REMARKS
Mr. & Mrs. John Lowry	27 West St., Mechanicville	parents	1	
Wm. Lowry	" " " "	brother	1	
Elizabeth Lowry	" " " "	sister	1	
Mrs. Lydia Grimes	Lake Placid	sister	1	
Mrs. Chas. Ford	298 Prospect St., Geneva	sister	1	2 children
Grant Lowry	N. Germantown	brother	1	3 children
Mrs. Geo. Smith	Hartsdale	niece	1	
Mrs. Maggie Schmidt	Northville	mother	2	
Miss Lucy Schmidt	"	sister	2	
John Schmidt	"	brother	2	
Mrs. Geo. Brown	"	sister	2	1 child
Mrs. Ida Meyer	98 Prince St., Buffalo	sister	2	2 children

FORM NO. 5A. FAMILY HISTORY RECORD (Face)
State Charities Aid Association, New York
(Size 8½ x 11 inches)

INSTITUTION RECORD OF FAMILY PREVIOUS TO AND AT TIME OF 1ST APPLICATION

NAME	INSTITUTION	CAUSE	DATE OF ADMISSION	DATE OF DISCHARGE	DISPOSITION
James Lowry	Juvenile Court	Petty larceny	Sept. 1910	Sept. 1910	Returned to parents on probation

COMMITMENT OF CHILDREN TO INSTITUTION AND PLACEMENT IN BOARDING OR FREE HOMES SUBSEQUENT TO 1ST AP.

NAME	INSTITUTION OR HOME	DATE OF ADMISSION	DATE OF DISCHARGE	DISPOSITION
Myron	Albany Orphan Asylum	July 10, 1913		
Albert	" " "	"		
Florence	" " "	"	Sept. 8, 1913	Placed in family home
Mary	" " "	"	"	" " " "

DEATHS OCCURRING IN FAMILY SUBSEQUENT TO 1ST APPLICATION

NAME	DATE	PLACE	CAUSE
Mrs. John Lowry	Sept. 1913	Mechanicville	Pneumonia
Mr. John Lowry	Feb. 1914	Mechanicville	Paralysis

CHANGES IN ADDRESS SUBSEQUENT TO 1ST APPLICATION

DATE	ADDRESS	NO. ROOMS	RENT PER MONTH	URBAN OR RURAL
Dec. 11, 1912	118 Main St., Mechanicville	3	$8	urban
April 7, 1914	82 Goff St., "	3	$6	"

FORM NO. 5B. (Reverse)

BOARD OF CHILDREN'S GUARDIANS

CITY OF ST. LOUIS

INVESTIGATOR'S REPORT OF

APPLICATION TO TAKE CHARGE OF CHILDREN

FAMILY NAME	APPLICATION DATE	APPLICATION NO.	CROSS REFERENCE	INVESTIGATED BY	CASE NO.
BROWN	12-5-13	A 9	---	M.B.L.	204.

	FULL NAMES.	DATE OF BIRTH	VERIFIED?	BIRTH-PLACE	REL.	AT HOME	OCCUPATION OR SCHOOL OR PHYSICAL OR MENTAL DEFECTS	NATIONALITY OR RACE
	FATHER							
1	Brown, James J.	5-23-74		-----Mo.	P	No.	Saloon-keeper and Jack of all trades	Am.
	MOTHER (MAIDEN NAME)							
2	Waters, May B.	5-7 -77		Iron Mt., Mo.	P	Yes.	Restaurant work.	Am.
	STEP OR FOSTER PARENT.							
3	None.							
	CHILDREN							
4	James Brown, 15 yrs.	3-10-99	Yes.	Salem, Mo.	P	No.	On a Farm at Oates, Mo.	Am.
5	Loretta Brown, 12 "	3-22-02	"	Farm, " "	P	Yes.	Patrick Henry School.	"
6	Grace Brown, 8 "	8- 1-06	"	Dow Run, Mo.	P	"	" " "	"
7	Charles Brown, 6 "	4-16-08	"	Elvins, Mo.	P	"	" " "	"
8	Erwin Brown, 1 "	11-15-13	"	St.Louis, Mo.	P	"		"
9								
10								
11								

	OTHERS IN FAMILY	AGE	RELATION	CONTRIBUTES	REMARKS.
12	None.	---	---	---	---
13					

	RELATIVES	ADDRESS	KINSHIP	ABILITY TO CONTRIBUTE AND REMARKS.
14	M.S. Price	Dow Run, Mo.	Hf.Bro.	(2) Shiftless.
15	John Waters	East St. Louis, Ill.	Bro.	(2) Letters returned
16	William Waters	-------California.	Bro.	(2) Letter returned.
17	Mrs. J. Parsons	3310 Olive, St.Louis	Sis.	(2) Son in City Sanitarium; cannot contribute.
18	Thomas Brown	Iron Mt., Mo.	Father	(1) No reply to letter.
19	Mrs.Lucille Brown	Iron Mt., Mo.	Mother	(1)
20	George Brown	Unknown.	Brother	(1)

	TIME IN U. S.	MO.	ST. LOUIS	DATE OF MARRIAGE	PLACE OF MARRIAGE	PREVIOUS MARRIAGE
1 FATHER	Since birth.	Birth.	----	1896	Salem, Mo.	None.
2 MOTHER	Since birth.	Birtn.	Spasmodically since 1892.	1896	" "	"

1. FATHER

SEPARATED, DESERTED OR DIVORCED	CAUSE.				DATE
	Got into trouble through drinking and gambling.				---
EVER LEFT BEFORE.	WHEN.	HOW LONG.	PRESENT ADDRESS.		LAST HEARD FROM.
Yes.	Several times.	---	Oklahoma.		St.Louis, 4-1913.
IDEA OF WHEREABOUTS	GOOD PROVIDER.			ATTENDED WHAT CHURCH	
Indefinite.	No; drank and gambled all he earned.			None.	
LAST EMPLOYED AT.	DEPARTMENT.	HOW LONG THERE.	WAGES.		RECORD THERE.
Dow Run, Mo.	Lead Mines.	6 Mos.	----		----
PREVIOUS EMPLOYMENT.					
Saloon-keeper, Carpenter, etc.					
LODGE OR UNION MEMBER.	INSURED.	PROPERTY	WIFE'S ATTITUDE TO HUSBAND		
No.	No.	None.	loves him, but resents abusive treatment of her.		
REMARKS:					

2. MOTHER

EMPLOYED AT	DEPARTMENT.	HOW LONG THERE	WAGES.	RECORD THERE.
1000 Franklin Ave; Restaurant; kitchen.		Since 7-1-13	$6.50 per wk.	Good.
PREVIOUSLY EMPLOYED				
9000 Washington; Rooming House.		2 weeks.	$5. & room and board.	Good.
HOURS.	CHILDREN LEFT WITH	MOTHER'S CHARACTER AND STANDING.		
7 A.M. to 2 P.M.	Without supervision.	References speak highly of mother.		
4 P.M. to 6 P.M.	Mother takes baby with her.			

FORM 11 PAGE 1.

FORM NO. 6A. FAMILY HISTORY RECORD (Face)

(Size 8¾ x 11½ inches)

APPLICATION No. LIVING CONDITIONS. CASE 204

DATE	ADDRESS	TYPE	NO. ROOMS	RENT	LANDLORD-AGENT	ADDRESS
A 7-1-13	900 Franklin.	Rooming	H. 1	$1.50 wk.	Mrs. Henry,	900 Franklin.
B 6-13-13	9000 Washington	"	1	Free.	Mrs. Sivers,	9000 Washington.
C 4-1913	3439 Olive St.	"	2	$2.00	Johnson,	3439 Olive.

A SANITARY CONDITIONS. Fair only; Building old three-story brick; poorly ventilated.

A NEIGHBORHOOD CONDITIONS. Fair only; business district; heavy traffic; very poor for children.

FAMILY OWN ANY PROPERTY. None.

CHARITY-CHURCH-ORGANIZATION-RECORD	TIME KNOWN	I. R.	INDIVIDUALS KNOWING APPLICANT — NAME.	ADDRESS.	I. R.
CHURCH AFFILIATION			C.S.Appel,	800 Franklin	Indorse
Member of no Church since			D.Simms Coffee Co.	955 Franklin	"
she left Dow Run, Mo; was member			Mrs.Henry, Landlady	900 Franklin	"
of Baptist Church there.			Charles Henzel	1000 Franklin	"
Provident Asso.; Miss Jones.	1 Yr.	Indor.	Fred Inglish	1000 Franklin	"
Attendance Dept; Miss N.	"	?			

PRESENT FAMILY INCOME AND EXPENSES PER MONTH				INCOME AND EXPENSE WITH CHILDREN AWAY.			
1 MOTHER Wages	26 00	RENT	6.00	1 MOTHER	26.00	RENT	5.00
2 Provident	5 00	FOOD	20.40	2 Meals at Restaurant	3.00	FOOD	8.00
3 Food from Restaurant	6.00	CLOTHING	8.00	3		CLOTHING	2.00
4 Benov. Indv.	2.00	INSURANCE	2.00	4		INSURANCE	1.00
5		CAR FARE	---	5		CAR FARE	--
6		FUEL-LIGHT	1.50	6		FUEL-LIGHT	1.50
7		Misc.Exp. Household	2.00	7		Misc.Exp.	1.50
8				8			
TOTAL INCOME	$39.00	TOTAL EXP.	39.50	TOTAL INCOME	29.00	TOTAL EXP.	19.00

REMARKS Insurance reduced.

MOTHER WISHES Children placed in Industrial School for schooling and supervision.

MOTHER WILL CONTRIBUTE $8.00 a month for three months; a new rate at that time.

REMARKS Mother "glib" talker; never at loss for word; has shifting eye and at first favorably impresses one, but after two visits discrepencies arose which called for rigid investigation. See Story Sheet; School record and statement of Miss N., Attendance Officer.

INVESTIGATOR'S RECOMMENDATIONS

Recommend Case be made in Juvenile Court and children be declared neglected and committed to Board of Children's Guardians to give legal control to Board.

DATE 1-13-14. SIGNED M.B.L. Visitor.

AGENT'S ACTION

That Application be denied and Case made in Juvenile Court as per Visitor's recommendation.

DATE 2-15-14 SIGNED A. Fairbank, Agent.

FORM 41 PAGE 2

FORM NO. 6B. (Second Sheet)

APPLICATION NO. A-9 STORY SHEET CASE NO. 204

12-5-13. Thomas H. Rogers, Mayor's Secretary, telephoned that Mr. D. Simms, Tea Merchant, 955 Franklin Ave., notified him that Mrs. May Brown, the applicant, with her four children, living at 900 Franklin Ave., was without food and clothing because the mother was unable to work, she having just returned from the City Hospital.

12-5-13. Called on applicant; lives in one room in Rooming-house at 900 Franklin; prior to giving birth to Erwin (at City Hospital,11-15-13); she worked in the Kitchen of the Restaurant run by C.A.Appel, 800 Franklin; earned $6.50 per week and was allowed to take some of the unused food home to her children. Owing to mother's weakened condition she has not worked for three weeks and children are without food and clothing. The landlady, Mrs. Henry, and neighborhood merchants have given her assistance. The applicant states that her husband deserted her July 1912 at Dow Run, Mo.; that she did not see him or hear from him until April 1913 when she was with him one day. She stated that he frequently got into trouble through drinking and gambling; that he got all his money by gambling; that he sometimes abused and mistreated her, but that she loves him nevertheless. Applicant spoke feelingly of her love for her children and her desire to do well for them and cried at the thought of having to part with them. She gave the names and addresses of previous employers, Provident Association, Attendance Department, etc., as per History Sheet.

12-5-13. Phoned Provident Association for emergency rations pending completion of investigation.

12-5-13. Phoned Charity Registration Bureau; Case registered by Provident Association and Attendance Department, Board of Education.

12-5-13. Called on C.A. Appel, Restaurant Prop., 800 Franklin, who stated that he had known applicant for about six months and that she was a hard working woman and a good woman, and seemed devoted to her children, and that he would heartily recommend her for assistance.

12-5-13. Called on D. Simms, Tea Merchant, 955 Franklin, President, Franklin Avenue Improvement Association, who stated that he had helped the woman at the request of the Improvement Association, and so far as he knew she was very worthy and he would recommend her for relief.

12-5-13. Called on Fred Inglish,1000 Franklin, who stated he had helped the woman because requested to do so by Mr. Simms; knew very little about her but thought she was worthy of relief.

12-5-13. Saw Mrs. Naunheim, Attendance Officer, Board of Education, who was surprised to learn that applicant was still in town. Stated that the children had failed to attend the Crow School during April 1913. On investigation she learned that the mother was working in the Grand Laundry, 3200 Lawton and was away from the children practically all day; that Loretta took care of Grace and Charles, but that she was a very forward and worldly-wise child and was fast developing into a delinquent. Mrs. Naunheim was amazed to learn that there was a son Erwin, three weeks old, because applicant had told her she was a widow. At time of her investigation applicant told her that she had just completed arrangements to return to her relatives in the country at Oates,Mo.; that the following week Mrs. Naunheim assisted her to the Iron Mountain Train and that she had received a postcard from the applicant, postmarked "Oates, Mo." stating she had arrived there safely.

12-5-13. Phoned Mrs. Jones, Provident Association, who stated that they knew practically nothing of the applicant and that they had given relief to her at the request of Mrs. Naunheim of the Attendance Department.

APPLICATION NO. A-9 STORY SHEET CASE NO. 204

12-6-13. Called on Mrs. Johnson, landlady, rooming-house 3439 Olive Street, who stated that applicant had stayed one week at Oates, Mo., had returned with her children and roomed with Mrs. Johnson until about June 10, 1913. When she left she stated that she had gotten a position in a rooming-house on Washington Avenue, near City Limits, but didn't know address. Mrs. Johnson stated that applicant was a smooth talker, had a ready-tongue and "wouldn't know the truth if she saw it coming down the street." Said that applicant frequently had men callers but that she had never heard her speak of her husband and understood that he was dead. She would not recommend applicant for relief, but thought the children should be put into an Institution as they stole everything they got their hands on.

12-6-13. Phoned City Hospital Maternity Ward; Miss Murphy in charge said that the Brown baby was a full time child, and that Mrs. Brown was exceedingly hard to manage; that she had a shifting eye, and in her judgment was not telling the truth.

12-6-13. Called at 9000 Washington Avenue; rooming-house; Mrs. Eggers, Prop. She stated that applicant was a good worker but that she was compelled to ask her to leave after two weeks trial in July 1913, because she couldn't stand the noise of the children, and because the applicant tried to "make up" with the solicitors who came for orders.

12-6-13. Letters to Mr. and Mrs. Thomas Brown, Iron Mt., Mo.
M.S. Price, Dow Run, Mo.
John Waters, East St. Louis, Ills.
No replies received; letters not returned.

12-7-13. Saw Officer Maloney, Eighth District, who stated that he was making a case against applicant in April 1913 when she suddenly disappeared. Said the children were terribly neglected and that he wanted them placed into some Institution where they would be taken care of. Said he had sufficient information and could bring the necessary witnesses to make a case. He promised to file information at once and to notify the Attendance Department and Board of Children's Guardians of the hearing.

12-7-13. Called on applicant who reasserted that her husband was the father of her child Erwin, that she never went out and always stayed home with her children. Applicant seemed quite excited at questions put to her and talked rapidly; finally said that she was through with St. Louis and was going to her folks in the Country. That she didn't want anything done for her and "would they please drop the matter."

12-7-13. Phoned Mrs. Jones, Provident Association, who promised to see that family was supplied with food and clothing until Police Dept. made Neglect Case in Juvenile Court.

12-7-13. Recommended that case be closed as far as Board of Children's Guardians is concerned because case is not only dependent but a neglect case and legal control of the children will be necessary.

1-5-14. Hearing before Judge Hennings, Juvenile Court, where children were declared neglected and committed to the Board of Children's Guardians, and mother was ordered to pay $8.00 per month on the first of each month.

1-6-14. Children delivered to Home Department of the Industrial School for placement by the Board of Children's Guardians.

Board of State Charities—Children's Welfare Department
1010 Hartman Building, Columbus, Ohio

FAMILY HISTORY OF A DEPENDENT CHILD

Date June 16, 1914 No. 289

Surname of child Boden Sex Male Color White

Child's first name James Date of birth Mch. 18, 1910

Place of birth Youngstown, Ohio Present age 4 yrs. 2 mo. Baptized No

	Name	Age	Residence
Sisters and Brothers	Harold E.	13	c/o L.C. Jones, 10 Mill St., Youngstown, O.
	Lucy May	11	c/o S.D. Graves, 18 State St., Girard, O
	Roger S.	9	" " "
	Lawrence C.	7	County Children's Home, Youngstown, O.

	Father of Child	Mother of Child
Full name	Ferdinand Boden	Ada M (Mills) Boden
Date of birth	Aug. 22, 1874	July 22, 1876
Place of birth	Youngstown, O.	Alliance, O.
Address, if living	275 Broad St., Youngstown	(dead)
Creed	Protestant	Protestant
Occupation	Conductor	Homekeeper
Employer	Erie Railroad	
Income	$100 mo.	
Intemperate	Yes	
Consumptive	No	
Mentally or physically defective	No	
Spasms or spells or epilepsy	No	
Syphilitic		
Sexual pervert		
Sentenced to jail or prison	5/31/13 Jail - Non-support	
Inmate of any other institution—name		
If dead, date		Sept. 20, 1913
Age at death		37
Cause of death		Bright's Disease

Form No. 7a. Family History Record (Face)
(Size 8½ x 11 inches)

RELATIVES OF FATHER OF CHILD

	Name	Address	If Dead			Physical or Mental Defects (See Notes)	If Ever Inmate of any Institution, Give Name
			Date	Age	Cause		
Father	John Boden	dead	9/12/00	60	Pneumonia	A.	J.
Mother	Mary Boden	275 Broad St. Youngstown, O.					
Brothers and Sisters	Jennie (Mrs.L.C. Jones)	10 Hill St. Youngstown, O.					
Other Relatives							

RELATIVES OF MOTHER OF CHILD

Father	Samuel Mills	dead	Apl.1900	60	Dropsy		
Mother	Laura Mills	28 Lake St. Alliance, O.					
Half Brothers and Sisters	Morris	"					
	Louis	dead	Dec.1910	40	Accidentally shot		
	Margaret	28 Lake St. Alliance, O.					
	Sarah (Mrs.S.D.Graves)	18 State St. Girard, O.					
Other Relatives							

Notes In preparation of above data use the following symbols in next to last Column: A.—alcoholic; B.—blind; E.—epileptic; I.—insane; F. M.—feeble-minded; S.—syphilitic; S. P.—sexual pervert.

In the last column use the following: B. S.—Boys' Industrial School; C. H.—Children's Home or Orphan Asylum; I. F. M.—Institution for Feeble-Minded; G. S.—Girls' Industrial School; H. E.—Hospital for Epileptics; H. I.—Hospital for Insane; Inf.—Infirmary; J.—Jail; P.—Penitentiary; R.—State Reformatory; W.—Workhouse.

FORM NO. 7B. (Reverse)

RECEPTION OF CHILDREN

FAMILY HISTORY RECORD

Case Number 2885

FACE CARD.

FAMILY NAME	CROSS REFERENCES	DATE OF 1st INVESTIGATION (Applies to all entries not otherwise dated)
Davis		May 2, 1914

First name	At home	Age	Date of birth	Birthplace	Occupation or school	Weekly wage or grade	Physical or mental defects (Give source of information on story sheet)
Father No. 1 William	dead		5-1-1880	Wales	Mechanic		
Mother (1st and maiden name) No. 2 Mary (Weston)	✓	25	7-9-1889	Canada	Home work for garment factory	$5-$8	tuberculosis
Step-parent No. 3							
Unmarried children No. 4 Edward	✓	7	1-18-07	Willoville N.Y.	4th Ward	2	
No. 5 William	dead		2-8-13	"	—	—	still-born
No. 6							
No. 7							
No. 8							
No. 9							
No. 10							

All others in household (Full names)	Age	Relationship	Contributes	
No. 11 Hannah Weston	17	Sister of No. 2	$3 wk	
No. 12				
No. 13				

RELATIVES (Including married children not living at home)	ADDRESS	KINSHIP	TO NO.	Willing or able to help	
John Weston	18½ James St. Toronto, Canada	Brother	2	yes	
Robert Davis	Derby, Wales	"	1		

	NATIONALITY OR RACE	RELIGION	TIME IN CITY	TIME IN STATE	TIME IN U.S.	NATURALIZED	READ & WRITE
Father	Welsh	Presby.	7½ yrs.	7½ yrs.	7½ yrs.	yes	yes
Mother	English	Epis.					yes

SOCIAL STATE OF PARENTS:
F dead (Date 10-2-1912 Cause Accident Informant Mrs. Davis)
M dead (Date Cause Informant)
Parents married ✓ (When 9-12-1905 Where Toronto, Can. By whom St. Paul's Epis. Ch.)
Separated × Divorced × F deserted × M deserted × Previous marriage FM × Unmarried mother ×

Other points:

Of Nos. 1,2,3	ADDRESSES (Present and subsequent)	No. of rooms	Rent per week	LANDLORD OR AGENT ADDRESS	Date
2	1320 Pine St.	2	$2.50	Mrs. F. L. Kelly	5-2-1914

For additional addresses see other side

FORM NO. 8A. FAMILY HISTORY RECORD (Face)[a]
Suggested by the Russell Sage Foundation, Department of Child-Helping
(Size 8½ x 11 inches)

[a] Because of limitations of space, the exact proportions of this form could not be shown in the reproduction. In printing, space should be allowed for eight or more entries under "Relatives," and additional space should also be allowed under "Addresses."

ADDRESSES

Of Nos. 1,2,3	ADDRESSES (Continued)	No. of rooms	Rent per week	LANDLORD OR AGENT ADDRESS	Date

Of No.	EMPLOYERS (Past and present) ADDRESS	INDUSTRY (State whether store, laundry, etc.)	KIND OF WORK DONE	Weekly wage	Date
2	Gray Bros., 18 State St.	Garment factory	Rice pointer at home	$5-8	5/2/14
11	Bowman Warren St.	Grocery store	Saleswoman	$6	5/2/14

MEMBERSHIP IN UNION, LODGE, OR BENEFIT ORGANIZATIONS:
Mr. Davis Metropolitan - $500 - Paid to Mrs. Davis after his death.

Of No.	INSTITUTION OR POLICE RECORD	Date	CHURCHES, CHARITIES AND INDIVIDUALS INTERESTED (Names and addresses)
2	St. Mark's Hospital	Feby 1913	Dr. A. B. Heff - 12 Seventh St.
4	Children's Temporary Home.	Feby 1913	W. H. North, Pastor, St. John's Church
			Mrs. A. L. White - 23 Church St. - Friend

Date	PREVIOUS ADDRESSES OF FAMILY	Date
1910	1878 Locust St, Wellsville	

APPLICATION: Date 5/2/1914 Made by Mrs. Mary Davis Address

Applicant wishes To place child in an institution free of charge

Reasons given Has tuberculosis and is going to a sanitarium

Investigation made by E. C. Boyd

- Over -

FORM NO. 8B. (Reverse)[a]

[a] Because of limitations of space, the exact proportions could not be shown in the reproduction. In printing, adequate space should be allowed under "Addresses," "Membership in Union, Lodge or Benefit Organizations" and "Previous Addresses."

RECEPTION OF CHILDREN

FAMILY HISTORY RECORD
STORY SHEET

Sheet No. 2
Case No. 2885

FAMILY NAME Davis

(Write on this page reputation and habits of members of family, home and neighborhood conditions and other facts not provided for on Family History Face Card.)

For every entry on this sheet give Date, Source of Information and by whom obtained.

Date	
5-2-14	Interview with Mrs. Mary Davis at office of institution: Mrs. D. called and said she would like to have her little boy cared for in the institution, as she has tuberculosis and her physician has told her that she must go to a sanitarium. (E. C. Boyd)
5-3-14	Interview with Dr. A. B. Neff, 12 Seventh Street: Dr. Neff has been the family physician for three years. He arranged for Mrs. D. to go to St. Mark's Hospital when her second child was born. He has not attended the family since, until Mrs. D. came to him about a month ago. He examined her and found that she has tuberculosis and should go to a sanitarium. He believes that she will recover and be able to do some kind of work again. Stated that Mr. and Mrs. Davis had been very devoted to each other and that he had made a comfortable living for his family. (M. V. Scott)
5-3-14	Interview with Mrs. Mary Davis at 1320 Pine Street: Mrs. D. is a bright little woman, intelligent and refined. She looks tired and worn. She had on a neat cotton dress, and was sewing on babies' rompers, which she makes by the dozen for Gray Bros. She stated that her mother died when she was 14 years old, and she then looked after the home for her father and brother and her young sister. She married Mr. D. when she was 16, and continued to live at home. Shortly afterwards her father died, and she and her husband and Hannah, her little sister, moved to Wellsville, N. Y., where Mr. D. had been offered a position at a substantial increase in wages. He was a mechanic and earned from $80 - $100 a month. They were planning to buy a home when Mr. D. was fatally injured while trying to board a moving train. No attempt was made to collect damages from the railroad. Mr. Davis lived for several hours after the accident, and assumed the entire responsibility for his injury. Four months after her husband's death her second baby was born. It took the greater part of Mr. Davis' insurance to pay the funeral expenses and support the family during the period of her incapacity. After she recovered, she obtained work from Gray Brothers which she could do at home, and she kept house for her little boy and her younger sister, who works in Bowman's grocery on Warren St., and pays Mrs. D. $3 a week for her board. She has about $50 of her savings left which she will need to pay her traveling expenses to the sanitarium and to buy incidentals for herself while there. Thinks her brother in Canada may be able to help support Edward while she is away. (M. V. Scott)
5-3-14	Letter #1 to Mr. John Weston, 18 St. James St., Toronto, Canada.
5-4-14	Interview with Mr. J. C. Cook, Manager of Gray Bros., Mrs. Davis' employer: Mr. C. stated that Mrs. D. has been employed by them for fifteen months. He considers her one of their best workers, and says that she has worked regularly and is thoroughly reliable. (M. V. Scott)
5-7-14	Letter #2 from Mr. John Weston. Will pay $2 wk. for support of Edward.
5-7-14	Arranged with Mrs. W. D. Cook, 98 Cary St., to take Edward and his aunt, Hannah Weston, to board until end of school term.
5-8-14	Mother left for Bon Air Sanitarium, Whitehall. Admission to the Sanitarium was secured for her by her physician, Dr. Neff.

Form 4 is used by both the Children's Bureau of Philadelphia and the Boston Children's Aid Society; Form 5 is the latest revised blank of the New York State Charities Aid Association, with its system of county agencies; Form 6 is used by the Board of Children's Guardians of St. Louis, where the mothers' pension law is in effect, necessitating careful budget reports; Form 7 is one recently adopted by the new Children's Welfare Department of the Ohio Board of State Charities, operating under the Children's Code, which provides for the clinical study, mental and physical, of children who become public wards. Form 8 is a composite, made up by the writer, and includes points selected from numerous blanks now in use by leading child-caring organizations.

In recording the family histories of infants, those facts which have a special bearing upon the question of infant mortality should be emphasized. The Family History section of Form 15 (page 59) shows the points which are considered essential in this connection.

Blank sheets should be used with family history record forms for recording important facts and details gathered at the time of investigation and subsequently, which are not provided for on the schedule. The "story sheets" accompanying Forms 6 and 8 show how this additional material may be handled.

If one prefers, instead of using any of the family history records suggested, the points covered by any of these schedules may be put into the form of questions, after the plan of Form 3 (page 20). This method formerly prevailed and is still used by some institutions and societies in recording family histories, but most trained workers have given it up because they find the other forms more convenient and useful. It is comparatively easy, with a little practice, to become accustomed to the newer blanks, which group the facts in a more compact and better classified form; and it is doubtful if a worker who once becomes familiar with them will ever consent to go back to the questionnaire.

No child-caring organization should be satisfied until it has achieved at least as high standards as are indicated in these

specimen blanks, although at the present time some institutions and societies may not be able, because of inadequate clerical help and the lack of paid visitors, to secure all of the information called for. Where this is the case it is suggested that a complete schedule be provided and that those points upon which the agency is not prepared to secure information be left unused. It is believed that this is a better plan than to adopt an abbreviated schedule form.

An institution superintendent who was recently considering the question of installing a new system of records, objected to a detailed family history record card on the ground that, with his present limited facilities for investigation, he would not be able to cover all the points. He was asked to study the card and to suggest which points he thought might be omitted in order to adapt it to his purposes. After careful consideration he reported, to his own surprise, that he believed all of the information was essential for an adequate investigation and that while it would not be possible in the beginning for him to secure all the facts which the record card called for, his managers had decided to adopt the form as it stood, not as a standard for immediate attainment, but as an ideal toward which to work. He stated that he believed they would achieve better results with the stimulus of an ideal before them than they would if they were to accept less than the best and, forgetting the standard, become satisfied with an inadequate record.

Institutions and societies should not be satisfied to temporize in the matter of records any longer than is absolutely necessary, and they should consider carefully whether the best is not possible before adopting something less.

Sometimes even thorough investigation will not reveal the full history of a child. If, for example, a baby is found on an ash heap or in a railroad station, or has been boarded by its mother with strangers and later abandoned by her, an agency may be obliged to proceed with very little authentic information. In such cases, however, a full record should be made of all the facts known and of the circumstances under which the children are received, taking care not to give undue weight

to hearsay evidence. Efforts to secure information should not be relaxed if facts can not be obtained in the beginning. Any clues which may be discovered after a child has been admitted should be carefully followed up.

In many places it has been customary for juvenile court judges, directors of the poor, and other public officials to commit children to child-caring agencies without furnishing any information in regard to them other than the bare facts stated in the commitment papers. While it may not always be possible for these officials to supply detailed information, an effort should be made by every agency which accepts children by commitment to secure at the time of admission all facts about them which can be learned from the committing officer. For this purpose, a supply of blanks calling for facts which such an official might be expected to know or be able to find out, should be supplied to court officers and directors of the poor, with the request that they send with each child replies to the questions asked. Some organizations have found that in this way they can often secure valuable information about the children committed. It is suggested that the application blank, Form 3 (page 20), or a modification of it, might be used for this purpose.

CHAPTER III

INFORMATION FOR DETERMINING THE PERSONAL NEEDS OF A CHILD

WHEN a careful study of family conditions shows that it is necessary to remove a child from his home, his personal history and characteristics still remain to be considered before deciding what should be done for him. There should be a physical and mental examination, an interview with his teacher, and, if he is working, with his employer, and a record of all the facts discovered should be kept.

One of the most important uses of these records is to enable agencies to weed out at the beginning children for whom they are not qualified to care. Each organization is necessarily limited in its scope, and however admirable its work may be within these limits, it can not expect to succeed with children who require a kind of care which it is not equipped to give.

As a rule, adequate records of this kind are not kept, and in few institutions, except those for the sick and for defectives, are any but the most obvious defects and characteristics discovered prior to admission. The result is, as a survey of almost any institution will show, that in children's homes and reformatories superior children often do not receive the training which their abilities warrant, and mental defectives or children suffering from tuberculosis or other infectious diseases are to be found mingling freely with normal, well children, to the detriment of all.

An item in a recent report of the Indiana Board of State Charities,* about the children's homes of that state, may be taken as typical of conditions in a very large percentage of children's institutions throughout the country. The report says that because of their large capacity and farm facilities certain institutions

* Indiana Board of State Charities. Annual Report, 1911, p. 159.

are receiving a large per cent of delinquent children from various juvenile courts in the state. They receive also normal dependent children. . . . There is no attempt at classification further than age and sex. This is unfortunate, since special care and training is very necessary in such institutions. To a greater or less degree the same thing is true of all the children's homes in the state.

At the time of the inspection of these thirty-seven institutions, twenty-three crippled children and ninety-three feeble-minded children were present. The crippled children should be given hospital treatment and the feeble-minded children should be removed. The latter receive no special care and training and it is a detriment to the normal child to associate with them.

It often happens that institutions for dependent or delinquent children are obliged to receive certain children who should be sent elsewhere because there is no organized alternative, but even in such cases physical and mental records would tend to minimize this handicap. Children who are not normal and who require special treatment should be separated within the institution, or should be boarded out under special arrangements suited to their needs.

The practical value of psychological records in meeting conditions of this kind is illustrated by the practice in two reformatories:

In one, which has no psychological records, the military system dominates the classification. Instead of having care suited to their individual needs, all boys of the same size live in the same cottage and are taught in the same class room, at the same time, although some are mentally defective while others are of normal mentality. The discouragement, both to instructors and pupils, which results from such a method is obvious. Here too, a cottage plant, which could be admirably turned to account to separate the feeble-minded boys from those who are normal, is missing its highest usefulness.

In the other institution, where psychological records are used, the superintendent writes: "We are continuing our psychological tests on all inmates received in this institution. The same become the basis of all our treatment. It is the mentality of the individual that determines the kind of work to

which he is assigned. If he is feeble-minded, we feel it is utterly useless for us to attempt to teach him a trade, and so he is assigned to some manual labor, the character of which is then determined by his physical condition, and his natural inclination. . . . In school work, the class is divided into two sections, 'A' and 'B,' B being for the feeble-minded and the near feeble-minded. In discipline their mentality is also considered and less is required of them."

School records, also, may be of great importance in deciding questions of admission. One institution in Baltimore, for example, which maintains high educational standards, will not accept children who do not measure up to a given standard in their school work. The superintendent states that the aim of the institution is educational, and that it would be an extravagance to waste the time of their instructors by taking children who are not able to profit by the training given.

INDIVIDUAL CHILD'S RECORD

Form 9 shows the main points which should be known about the children themselves at time of reception.* This record should be supplemented by detailed reports from the physician and psychologist on the child's mental and physical condition at the time of admission, and by subsequent physical, school, and efficiency records.

Physical Records

The physical examination should be more than a superficial "looking over" of the child to determine whether there is any evidence of contagious disease. It should include an elaborate and thorough medical examination; a general physical examination covering height, weight, girth, and so on; and a complete dental examination.

There are a number of good forms for recording physical examinations. Those of the New York State Charities Aid

* For the personal history of an infant on admission, see Form 15 (page 58). For special points in regard to adoption and death, see Form 44 (page 123).

Association, Form 10, and the Joint Shelter for Children of Philadelphia, Form 11, have been used by these agencies for several years, and have undergone careful revisions. It is believed that one or the other of these forms would be found satisfactory for all ordinary purposes.

The opinion has been expressed by some that physical examinations may tend to become stereotyped if the points to be observed are indicated in great detail, as in the form used by the New York State Charities Aid Association. It is said that physicians may in time fall into the habit of checking up these points mechanically and the examination lose in value on this account. On the other hand, it is believed by persons who are equally qualified to express an opinion that more thorough examinations may result from the use of a detailed form which minimizes the possibility of overlooking important matters. Certainly a thorough schedule is a great safeguard in all medical examinations whether made by physicians who are directly responsible to the organization or not. In the hands of a skilful physician either of these forms should yield satisfactory results.

No physical examination is complete which does not include an inspection of a child's teeth. The dental examination and clinical charts used by the Division of School Inspection of the Philadelphia Bureau of Health are clear and simple. Form 12 is used for the initial examination to show what is needed. Form 13 is for the record of work actually done.

Mental Records

No blanks for recording the results of mental examinations have been included. In the first place, they are highly technical and would not be of use to persons who have not had psychological training. Besides, psychologists themselves are not in complete agreement as to what should be included.

It is suggested that organizations which are interested in having psychological tests of their children made, get in touch with the nearest or most available competent authority and formulate plans for introducing this work under expert direction.

(Text continues on page 55.)

SHEET No. 1

RECORD OF CHILD

CHILD'S FULL NAME (WRITE LAST NAME FIRST)	CASE NUMBER
Davis, Edward	2885

CONDITIONS OF ADMISSION:

DATE May 8, 1914 RECEIVED FROM: NAME Mrs. Mary Davis ADDRESS 1320 Pine St.

LEGAL CUSTODY OBTAINED No HOW

FINANCIAL TERMS:

FREE PAY Yes RATE OF PAYMENT $2 week

BY WHOM PAID Uncle, Mr. John Weston, 18 St. James St., Toronto, Canada

SPECIAL AGREEMENTS AS TO SCHOOLING, DISMISSAL, ETC. To be returned to mother if she recovers and is able to support family.

FACTS CONCERNING CHILD:

SEX M AGE 7 DATE OF BIRTH 1 - 18 - 1907 NATIONALITY OR RACE Am. born White RELIGION Epis.

BAPTIZED: DATE 9 - 2 - 1908 CITY Wellsville, N. Y. CHURCH St. John's Church

SCHOOL RECORD:

SCHOOL LAST ATTENDED 4th Ward

TEACHER Miss Adah M. Porter AGE LEFT , GRADE 2 .

TEACHER'S REPORT AS TO:

SCHOLARSHIP Bright - ranks high in classes.

ATTENDANCE Regular. Absent 3 days since Sept. 1913.

CONDUCT Good mannered. Mischievous.

WORK RECORD:

HAS CHILD EVER WORKED No IF SO, NAME EMPLOYER AND DESCRIBE WORK DONE

PHYSICAL AND MENTAL CONDITION: (SUMMARY FROM PHYSICAL AND MENTAL EXAMINATION BLANKS APPENDED)

IS CHILD IN A POSITIVE CONDITION OF HEALTH No IF NOT, DESCRIBE No organic disease, but is under weight and delicate and needs special care.

IS CHILD NORMAL MENTALLY Yes IF NOT, DESCRIBE

OTHER POINTS:

WITH WHOM DID CHILD LIVE UP TO THE TIME OF APPLICATION: (NAME AND ADDRESS) Mother, Mrs. Mary Davis, 1320 Pine St., City.

RUSSELL SAGE FOUNDATION—DEPARTMENT OF CHILD-HELPING (OVER)

FORM NO. 9A. PERSONAL RECORD OF CHILD (Face)[a]
Suggested by the Russell Sage Foundation, Department of Child-Helping
(Size 8½ x 11 inches)

[a] It is suggested that the points in Form No. 44 be incorporated in this blank.

HISTORY OF CHILD WHILE IN CARE OF THIS ORGANIZATION:

DATE	
5-8-14	Placed with Mrs. W. D. Cook, 98 Cary St., to board until end of school term in June. Aunt, Hannah Weston, who lived with Edward and his mother is to board at same place.
6-30-14	Promoted to 3rd Grade.
7-2-14	Edward sent to Mrs. G. L. Long, Cherry Valley, N. Y., to board for the summer. Dr. thinks his health will improve with country air and special diet.
	etc., etc.

PERSONAL NEEDS OF CHILD

No. 1281

State Charities Aid Association

CHILDREN'S DEPARTMENT

289 FOURTH AVENUE, NEW YORK CITY

Physical examination of Margaret Sloan [Name]

Sex F. Age 11 Color White

Examined 7/17/1914 [date] by C. A. Smith Address N. Y. City

FAMILY HISTORY–

NAME	GOOD HEALTH	ILL HEALTH Particularly as to insanity, tuberculosis, cancer, epilepsy, venereal diseases, deformities, alcoholism.	DEAD—cause
Father George	Yes	Alcoholic	
Mother Annie	No	Crippled - Arthritis	
Sisters Viola	good		
Lillian	"		
Dolly	"		
Brothers George	"		
James	"		
John	"		
Fred	"		

N. B.—Kindly fill in spaces and **underline any condition** found in child.

PERSONAL HISTORY.

INFANCY— breast fed; bottle fed; weight at birth.... don't know

eruption of teeth—normal; delayed.

CHILDHOOD— whooping cough, diphtheria, measles, scarlet fever; rheumatism, diseased joints, inflamed glands of neck; skin diseases, sore eyes, discharge from nose, mouth breathing, infantile paralysis, bow legs.

MENSTRUAL— No

VACCINATED—~~No~~ Yes, date: June 14, 1914

PHYSICAL CONDITION.

HEAD— Fontanels—closed; open. Scalp—normal; dry; oily; inflamed; pediculi.

EYES— Pupil Diameter—unequal; identical. follicular conjunctivitis

Response to Light—present; absent. Response to Accommodation—present; absent.

EARS— Discharge—present; absent.

Hearing—right ok; left ok

NOSE— Discharge—present; absent.

Nasal Bridge—normal; depressed.

Septum—Complete; deflected. Is there any stoppage in nose? None

FORM NO. 10A. PHYSICAL EXAMINATION RECORD (Face)

(Size 8½ x 11 inches)

THROAT— AND MOUTH—
Lips—normal; red; pale; bluish. Teeth—number, upper 12 lower 10
cavities, upper N.N.N. lower 1 ~~Hutchinson's teeth~~. Rachitic teeth
Palate—normal; cleft. Uvula—normal; elongated; thickened.
Right Tonsil—normal; enlarged. Left Tonsil—normal; enlarged.
Pharynx—adenoids; present, absent.
Tongue—normal; abnormal. coated

NECK AND CHEST—
Cervical Glands—normal; enlarged. Thyroid—normal; enlarged.
Chest Formation—normal; pigeon breast; funnel breast; prominent ribs; flat chest. prom. scapulae
Lungs—normal; abnormal. Rales all over chest, more on right side.
Circumference—inspiration ~~expiration~~ res 28 expansion 2-3/2 - 24 3/4
Heart—normal; abnormal; rate 120

SPINE— normal; curvature, lateral, forward. Slight temperature (99.4) 10 a.m.

ABDOMEN—
liver ok gall bladder ok stomach ok
spleen ok kidneys ok urinary bladder ok
intestines ok

GENITO-URINARY SYSTEM—
Urination—normal; frequent; enuresis.
Female Genitalia—normal; discharge—present; absent.
~~Male Genitalia—normal; elongated fore skin~~

SKIN— normal; abnormal, how. Slight papular rash

EXTREMITIES— normal; asymmetrical; deformities. Gait—well balanced; shambling; pigeon toed; feet everted
Head Balance—normal; tense; relaxed.

ANATOMICAL STIGMATA— Asymmetrical cranium; asymmetrical face; very high narrow forehead; very low forehead; projecting jaws; high narrow palate; longitudinal palatine ridge; narrow palpebral fissure; squint; nystagmus; unusually placed ears; asymmetrical ears; badly set teeth; unusual shortness of height; excessively long or short fingers, arms or legs; over-action of frontalis muscle.

PHYSIOLOGICAL STIGMATA— tremor; altered special senses; sexual perversion; inability to endure nervous strain.

PSYCHIC STIGMATA— exaggerated egotism; excessive self consciousness; ill-balanced mental activity.

Weight 60 lbs. Height 4 ft. 5 inches Nutrition Poor

REMARKS:
Girl shows evidence of malnutrition and resulting anaemia - Irritability - Muscular tone poor.
Full hours of sleep - Diet of eggs, milk, meat, butter once daily, bread and butter, cereals, plenty of green vegetables - Tonic of iron. Advice as to cleanliness. 2% Boric Acid Sol. to eyes.

FORM NO. 10B. (Second Page)

JOINT SHELTER FOR CHILDREN

REPORT OF MEDICAL EXAMINER

Name Jennie Jones Address 421 S. New Street

Age 4-1-1908 Nationality or Race { Father American / Mother Italian

Sex female

FAMILY HISTORY (Medical)	GOOD HEALTH	INVALIDISM Particularly insanity, tuberculosis cancer, tumors, deformities	DEAD (Cause) Particularly, insanity, tuberculosis, cancer, tumors, deformities
Father Thomas	poor	cancer	cancer
Mother Veronica	good		
Sisters Mary	good		
Brothers none			

FAMILY HISTORY (Social)

Poverty ✓ Illiteracy ✓ Over Crowding Neglect ✓ Drunkenness ✓ Cruelty

PERSONAL HISTORY (Social)

Environment bad Habits good Character of companions

HABITS. Breathing: Through mouth yes Nose no

Snore Enuresis no Masturbation no

PREVIOUS MEDICAL HISTORY.

Vaccination Scar Measles yes Scarlet Fever Diptheria Chicken Pox

Mumps Erysipelas Rheumatism Small Pox Pneumonia

Whooping Cough yes Typhoid Malaria

PHYSICAL EXAMINATION

General Development . Fair. . . . .

Nutrition . . . . . Fair. . . . .

Height . 3 feet 6 inches . . .

Weight 3.5 lbs., 8 ounces . .

Skin . Scabies. . . . . .

Eyes . negative. . . . . .

Ears . ~~Otorrhea~~ . . ~~Latent~~ . . ~~Active~~ O.K.

Nose Left nostril deformed. .

Mouth { Teeth O. K. . . . . / Tonsils normal. . . . . / Adenoids none . . . . . .

Glands enlarged. . . . . .

Chest { Shape good. . . . . / Girth at Nipple Line 24 inches + 2 inches

Heart Irregular. Systolic murmur at base

Lung negative. . . . . .

Spine . normal. . . . . .

Extremities O. K. Deformities . none.

Genitalia . O. K. . . . . .

Hernia . none. . . . . .

. . . . . .

Remarks and Recommendations:

10-11-1910 Philadelphia Hospital

10-12-1910 Antitoxin - 1050 units. Child breathes through mouth. Mental examination suggested.

10-13-1910 Scabies - Ringworm

10-24-1910 Scabies O.K.

Treatment Given:

Operation for hare-lip.

Iodine every third day.

FORM NO. 11A. PHYSICAL EXAMINATION RECORD (Face)

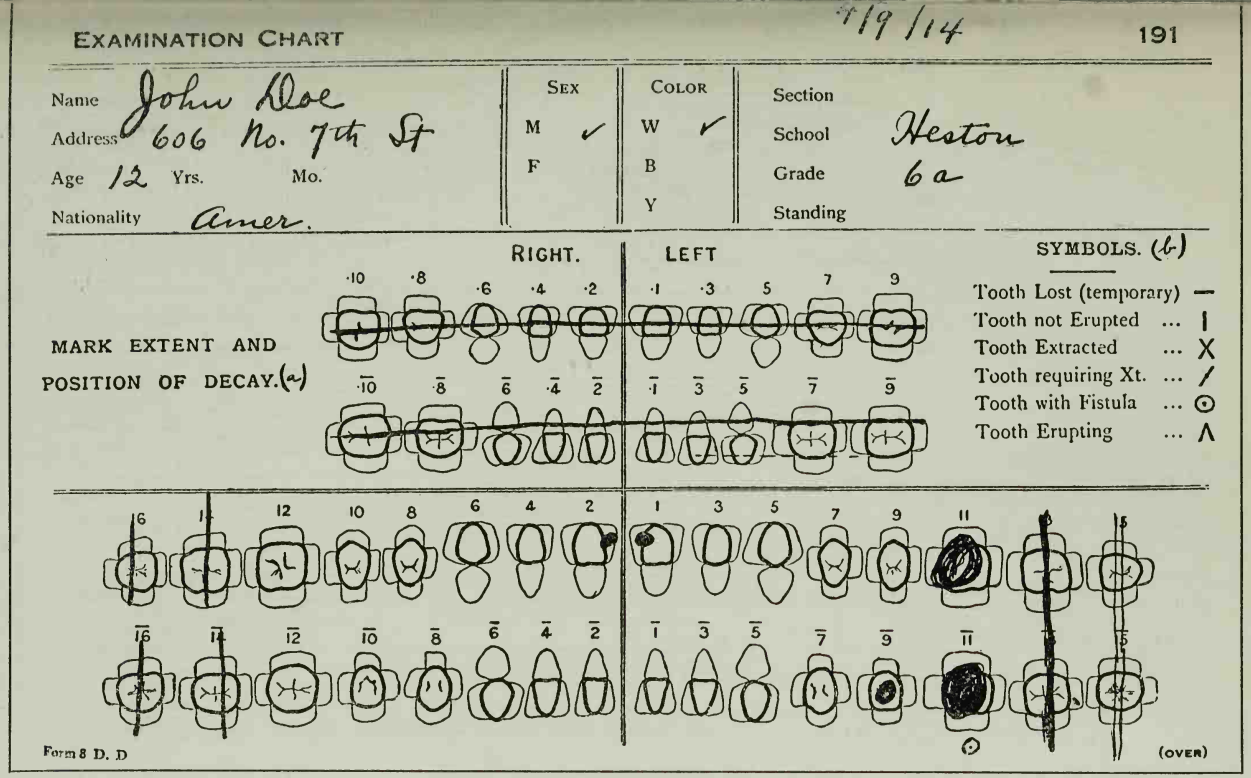
Joint Shelter for Children, Philadelphia[a]

(Size 7¾ x 10¼ inches)

[a] Receiving home of Children's Bureau, Children's Aid Society of Pennsylvania, and Society for the Prevention of Cruelty to Children.

CONTINUATION OF MEDICAL RECORD

SUBSEQUENT EXAMINATIONS	TREATMENT GIVEN
10-24-1910 Mental Examination	country advised.
Height 37 lbs.	
Ring-worm improved	Continue iodine treatment.
12-12-1910 Ring-worm R. K.	
1-8-1912 Incisor Teeth deformed	Referred to dentist - special treatment
11-19-1913 Teeth decayed.	
11-26-1913 Mental Examination	Special school for 3 months.
3-27-1914 Dental clinic of	12-3-1913 Special school.
University Hospital	
5-6-1914 Mental Examination	Feeble-minded. "Possibly trainable."
7-6-1914 Height 48 lbs.	
Height 48½ inches	
10-4-1914 Dental clinic	Dr. Saxe of University Hospital
10-30-1914 " "	"It will require 3 years to
11-10-1914 " "	correct mal-occlusion in mouth
12-4-1914 " "	of child."
12-7-1914 " "	
1-14-1915 " "	



FORM NO. 12A. DENTAL RECORD—EXAMINATION CHART (Face)
Bureau of Health, Division of School Inspection, Philadelphia
(Size 5 x 8 inches)

[a] In the next edition of this card, these words will be replaced by the following: "Block in extent and position of decay. Outline fillings, including surfaces involved and indicate material with first letter of name. Draw location of supernumerary teeth."

[b] In the next edition of this card, the following points will be added:

Tooth Pulpless □
Tooth with Fistula (locate) ⊙
Tooth Fractured (mark line at)

PHILADELPHIA - BUREAU OF HEALTH - DIVISION OF SCHOOL INSPECTION

DENTAL INSPECTION OF SCHOOL CHILDREN

Check (✓) any of the following conditions found not indicated by diagram numbers.

Teeth Clean		(Diagram numbers to be used here)		Stomatitis	
Fair	✓	Hutchinsonian Teeth		Adenoids	
Stained	✓			Enlarged Tonsils	✓
Tartar		Alveolar Abscess on		Hare Lip	
Irregular - Upper		Fistula Opening on Face from		Cleft Palate - Soft	
Lower		Enlarged Submaxillary Gland from		Hard	
Condition at gingivae to be indicated by checking degree and region of infection					
Slight Marginal Redness		Congested		Gingivitis	
Upper Labial		U. Left Buccal		U. Right Buccal	
Lower Labial		L. Left Buccal		L. Right Buccal	
Tooth Brush Used		Not Used		Has None	✓
With School Nurse		Parent		Alone	

Remarks: Gingivitis

L. Daniels Inspector.

FORM NO. 12B. (Reverse)
In the next edition, the card will appear as above.

PHILADELPHIA—BUREAU OF HEALTH—DENTAL DISPENSARY

CLINICAL CHART

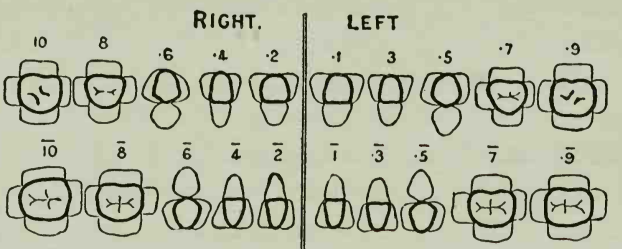
Name and Age John Doe 12 yrs. *Address* 606 N. 7 Street

School and Grade Heston — 6 A.

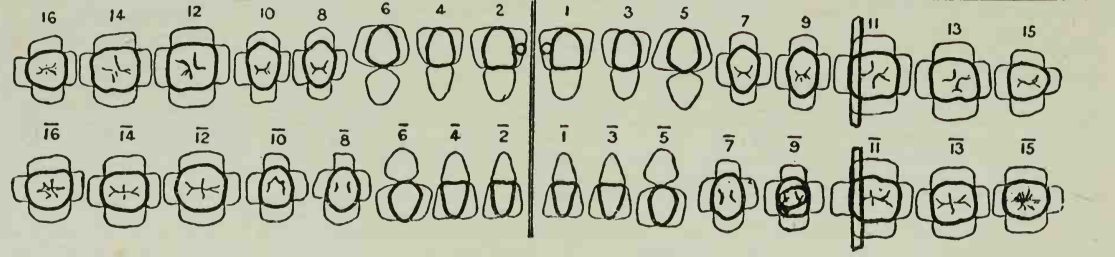
OUTLINE POSITION OF FILLING INCLUDING SURFACES INVOLVED.

MARK POSITION OF STONE ON TOOTH GROUND

EXTRACTION WITH AN X



INDICATE CANAL FILLING BY DRAWING ROOT OUTLINE ABOVE OR BELOW DIAGRAM.



FORM NO. 13A. DENTAL RECORD—CLINICAL CHART (Face)
(Size 5 x 8 inches)

DATE 1914	OPERATION	OPERATOR	DATE	OPERATION	OPERATOR	DATE	OPERATION	OPERATOR
4/9	Exam.	White						
	9 Amalgam	"						
	11 Grd. Ag. No 3	"						
	11 Grd. Ag. No. 3	"						
4/17	1 Cement	"						
	2 Pulp Cap.	"						
	2 Cement	"						
	Dischgd for 6 months	"						

FORM NO. 13B. (Reverse)

Assurance should be had of the competence of the psychologist. Many persons are attempting to make psychological examinations without having had adequate instruction and training.

The physicians in charge of public institutions for the feeble-minded* will usually be glad to furnish information and suggestions on this subject to institutions within their states, and in a number of cities there are special psychological clinics whose directors may be consulted in regard to promoting new work. The following is a partial list of organizations which conduct clinics:†

California, Los Angeles	Department of Educational and Clinical Psychology (connected with the public school system).
Indiana, Jeffersonville	Indiana Reformatory.
Illinois, Chicago	Juvenile Psychopathic Institute. University of Chicago.
Iowa, Iowa City	University of Iowa.
Louisiana, New Orleans	Public Schools Laboratory.
Maryland, Baltimore	Johns Hopkins Hospital (Phipps Clinic).
Massachusetts, Boston	Psychopathic Hospital.
Worcester	Clark University.
Minnesota, Minneapolis	University of Minnesota.
New Jersey, Vineland	New Jersey Training School.
New York, Albany	Medico-Psychological Laboratory (City Hall).
Bedford Hills	New York State Reformatory for Women.
New York City	New York Post-Graduate Medical School and Hospital ("Clearing House for Defectives").
Ohio, Cincinnati	Vocational Guidance Clinic.
Columbus	Ohio Board of Administration, Bureau of Juvenile Research.
Pennsylvania, Philadelphia	University of Pennsylvania.
Pittsburgh	University of Pittsburgh.
Washington, Seattle	University of Washington.

* A list of these institutions is given in the volume on Insane and Feeble-Minded in Institutions, United States Census, 1910. Bulletin 119, page 80.

† For a fuller list, see Smith, Theodate L.: Development of Psychological Clinics in the United States. *Pedagogical Seminary*, March, 1914, p. 143.

CONTINUATION RECORDS

After children have been found to be in need of what an agency has to give and have been accepted, the initial records of their personal and family histories, together with continuation records of their health, school progress, and personal tendencies, should be important factors in their care. In large institutions it is quite impossible, with so many duties and demands, for the superintendent to know the varying and special needs of all the children in his charge, unless such records are not only kept but studied. Only regular and systematic tests, and a comparison of the results with previous records, can give any adequate foundation for judgment concerning the welfare and development of children.

Continuation Physical Records

Health records should include results of periodical tests of height and weight. In institutions for infants the mortality rate is a good index of health conditions, but the mortality rate tells very little about the health conditions of children who have passed the age of two years. Between the ages of two and eighteen the mortality rate is always low. For these ages physical development and endurance are the health indicators.

In his book entitled How Two Hundred Children Live and Learn, Dr. Rudolph R. Reeder tells how records of height and weight have been of practical use in his institution.

> There is perhaps no better practical test of an institution dietary than a carefully kept record of the growth of the children. It is a simple matter to balance the scale beam and at the same time read the height of each child on a graduated bar as he stands on the scales. It doesn't cost much to get the scales, and with the standard tables of weights and heights at various ages before you, it may readily be determined whether the children of an institution are above or below average, and to what extent; also whether they are making satisfactory growth from year to year.*

Records of height and weight are made every year, and

(Text continues on page 61.)

* Reeder, Rudolph R.: How Two Hundred Children Live and Learn, pp. 29–30. New York, Charities Publication Committee, 1911.

NAME OF CHILD *Margaret Sloan* Date of birth *6/30/03* Date of admission *7/17/14* No. *321*

RECORD OF HEIGHT AND WEIGHT

On admission	Date *10/17/14*	Date *1/17/15*	Date	Date	Date	Date	Date	Date	Date
Wt. *60 lbs.*	Wt. *66 lbs.*	Wt. *71 lbs.*	Wt.	Wt.	Wt.	Wt.	Wt.	Wt.	Wt.
Ht. *4 ft. 5 in.*	Ht. *4 ft. 6 1/4 in.*	Ht. *4 ft. 8 in.*	Ht.	Ht.	Ht.	Ht.	Ht.	Ht.	Ht.

RECORD OF EXAMINATIONS AND TREATMENT WHILE IN CARE OF ORGANIZATION

Date	Conditions found	Treatment	Physician
10/17/14	*General improvement noted by appearance Temp.-98.8° 10 a.m. Pulse – 100 (Excitement). Ht. shows improved muscular tone. Lungs negative. Eyes normal. Throat pale No rash. Cervical glands, slightly enlarged.*	*General treatment continued Out-of-door exercise emphasized. (See medical examination Form No. 10)*	*Adams*
1/17/15	*General condition Fair Temp. and Pulse normal. Glands normal.*	*General treatment as above continued. Special care as to diet, rest, and out-door recreation.*	*Adams*

FORM NO. 14. CONTINUATION PHYSICAL AND MEDICAL RECORD
Suggested by the Russell Sage Foundation, Department of Child-Helping
(Size 8½ x 11 inches)

Name of ~~Society~~ Infant
Long, Gertrude

Infant's No. 238

INDIVIDUAL INFANT'S RECORD—STUDY OF INFANTS UNDER ONE YEAR OF AGE IN CARE OF CHILD PLACING SOCIETIES

x		Year 1909 Jan.	Feb	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Year 1910 Jan.	Feb	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
	1 Received by Society												2-1												
	2 DATE OF BIRTH Known Approximate											5													
	Registered Yes No																								
	DOMICILIARY CARE																								
X	3 With Own Mother											5-21													
	4 Institution (Name) Babies' Hospital													14-20											
X	5 Family Free Pay												21-[illegible]	21	-	-	-	-	-	-					
	6 Legally Adopted No																		17-	14					
	FEEDING HISTORY FROM BIRTH																								
	7 BREAST ENTIRELY (a) By Mother											5-	7												
	(10 Feeding in 24 hours) (b) By Wet Nurse																								
	8 MIXED FEEDING																								
	No feedings in 24 hours *KIND OF FOOD																								
	Breast | Bottle																								
	3 | 6 Milk Mod. Heated												7-21												
	9 WEANED FROM BREAST												21												
	10 ALL ARTIFICIAL FEEDING																								
X	No. of feedings in 24 hours | *KIND OF FOOD																								
	Milk Whole Raw													14											
	9 Milk Mod. Heated												21-	14	-	-	-	-	-	-					
														14					17-	14					
	*Classify as per instructions on Supplementary Page																		17						
	DISEASES																								
	11 (a) Before Reception None																								
	(b) After Reception																								
	Intestinal Indigestion Gastroenteritis											25-	19						30-	14					
	12 Infant Inspected (Date)													13					10						
	Weight in pounds and ounces													10-1					15-7						
	Condition (Good—G Fair—F Poor—P)													P					F						

PERSONAL HISTORY

13 Male Female White Colorad No. of this Infant in order of birth 5

14 LEGITIMATE Yes No Doubtful

15 BIRTH Full Time Premature

Care (a) Physician (c) Trained Nurse (e) At Home
(b) Midwife (d) Caretaker (f) Institution (Name) Maternity Hospital

16 PHYSICIAL CONDITION

	When Received	Close of Observation
(a) Weight (Birth 7 lbs. 2 oz.)	9 lbs. 4 oz.	13 lbs. — oz.
(b) General Condition	Good Fair Poor	Good Fair Poor
(c) Digestion	Good Fair Poor	Good Fair Poor
(d) Skin—Eruptions—Distribution	Boils on face	None
(e) Eyes—Infected at birth Yes No	Sight Impaired Yes No	Sight Impaired Yes No
(f) Vaginal Discharge	Yes No	Yes No
(g) Special Symptoms of Disease (Particularly Rickets, Enlarged Glands, and Syphilis)	None	Emaciation

(h) Passed from Observation (Date)

(k) CONDITION—Robust Fair Delicate Died July 14, 1910

(m) Cause of Death Gastroenteritis

(n) Registered Yes

17 (a) General Condition before final illness Good Fair Poor

(b) Cause of final illness Improper feeding

18 What preventable conditions, if any, contributed to a fatal result?

RUSSELL SAGE FOUNDATION—DEPT. OF CHILD HELPING

FAMILY HISTORY

19 ARE PARENTS LIVING TOGETHER? Yes No

20 MOTHER—Name Martha Long

(a) Address 28 Clay St.

(b) Living Dead Date Cause

(c) Condition of her health at birth of this Infant Strong Delicate

(d) Age at birth of this infant 34

(e) Communicable Diseases None Tuberculosis Syphilis

(f) Drinks—Moderately To excess

(g) Work—Kind Operating foot power machine

Where done Garment factory Regular Yes No

Extra work—Kind Own housework Regular Yes No

Weekly earnings $6-

(h) Ceased work 5 days before confinement Resumed 30 days after

(k) Other children—Number living 3 Number dead 1

(m) Ages at death with cause in each case

2 mos. Pneumonia

(n) Number of miscarriages 2

21 FATHER—Name Albert Long

(a) Address Unknown (Deserted-Sept. 1909)

(b) Living Dead Date Cause

(c) Weekly earnings

(d) Occupation Regular Yes No

(e) Drinks—Moderately To excess

22 HOME—Country—Suburban—City—Rent $ 1.50 per week

Kind 2 rooms Condition very crowded

23 WHY RECEIVED BY SOCIETY? Mother obliged to work outside home to support other children

FORM NO. 15A. INDIVIDUAL INFANT'S RECORD (Face)—See page 63
Suggested by the Russell Sage Foundation, Department of Child-Helping
(The two cuts above—pages 58 and 59—form one page of the blank. Size 8 x 10 inches)

SUPPLEMENTARY PAGE

INSTRUCTIONS

When further comment on a point is to be made, put X in column marked X against that point, and enter the number in the column marked X on the supplementary page.

In reporting interviews, write—(1) Date of interview. (2) Name person interviewed, giving initials. (3) Address.
Also write on this page any other important facts.

Use the following classification of foods in answering points 8 and 10

1. MILK—Whole, Modified, Condensed. 2. PROPRIETARY FOODS—(Specify which),

3. OTHER FOODS (Specify which of following) Cereals, Vegetables, Broths, Eggs, Meats, Breadstuffs (Including Crackers, Zwieback).

Leave this space blank	X	SUPPLEMENTARY NOTES
	3	Baby cared for in day nursery while mother was at work.
	5	Transferred to another family home June 17.
	10	June 17 - July 14 Feeding irregular.

FORM NO. 15B. (Reverse)
(This cut shows only the head of the reverse page. Size 8 x 10 inches)

Dr. Reeder states that immediately after the first records were taken, "various changes in dietary were introduced with a view to bringing up to average as many as possible of those who were below."*

In a recent report he says:

The usual records of weights and heights were made November 1st, showing an average above that of normal children outside of institutions. It is interesting to note that the number of children who were above the standard average in weight but below in height was double the number above in height and below in weight. The best test of an institution's care of its wards is hidden in these two sets of figures. If the above figures were reversed it would mean undernourished or overworked children, or perhaps illness and unsanitary conditions. You may not be able to add to a child's natural stature or force an upward growth by wholesome food and well ordered sleep and exercise, but you can add avoirdupois and give a stocky frame to those who have been ill-nourished and show a pasty bodily structure when received into the orphanage.†

Form 14 (page 57) provides for successive records of height and weight, and for records of illness and treatment.

When the children are weighed and measured, the results in the case of each child should be compared with his previous record and with the standard for the same age, as shown in the tables of standard heights and weights on page 62.

These tables are taken from School Feeding, Its History and Practice at Home and Abroad, whose author makes the following statement in regard to them:

As the problems of development and nutrition receive increasing attention in this country it is necessary to have available for reference some standard measurements. The British Anthropometric Association has been at work compiling figures for the use of British investigators and scientists, but their figures, though probably not seriously unsuited for use in this country, cannot be used for exact work. The accompanying tables (III and IV) compiled by Dr. Wood of Columbia University, are in part the result of measurements made periodically during ten years on thousands of boys and girls attending the Horace Mann School.

* Reeder, op. cit., p. 31.

† Orphan Asylum Society in the City of New York. Annual Report, 1910–11, p. 7.

TABLES III AND IV. RELATIVE WEIGHT AND HEIGHT TABLES—BOYS AND GIRLS.

The figures under the age column represent weight in pounds.

Height in inches	Years—Boys															
	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
39	35															
40	38	36														
41	39	39														
42	41	41														
43	42	42	42													
44	46	44	43													
45		46	46	45												
46		48	48	48												
47			49	50	50											
48			54	53	53	53										
49				54	55	55										
50				57	58	58										
51				59	60	60	61									
52					62	62	61	63								
53					62	65	65	67	67	67						
54					65	68	68	70	71	71						
55						69	71	75	75	76						
56						71	77	76	78	79	79					
57							77	79	80	82	82					
58							78	84	85	86	87					
59								84	86	90	91					
60								85	91	94	95	90				
61									98	97	99	96				
62									99	103	106	104	104			
63									100	107	112	112	110	118		
64										114	118	120	117	120	120	
65										122	119	122	122	120	126	125
66											121	125	125	126	129	130
67											128	129	128	131	134	132
68											133	133	130	136	136	136
69												134	136	139	139	139
70												136	140	143	144	145
71													140	146	146	146
72															149	154
73																165

Height in inches	Years—Girls															
	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
39	34															
40	37	35														
41	38	37														
42	41	39	39													
43	41	41	42													
44	45	43	44	42												
45		45	45	45												
46		48	47	47												
47			50	49	49											
48				51	51											
49				53	53	54										
50				56	56	57										
51					59	58	60									
52					63	62	62	63								
53						64	63	66	65							
54						69	68	69	68							
55							70	71	73							
56							75	75	76	78						
57								78	80	83						
58								83	86	88	89					
59								88	89	93	97	100				
60								94	94	96	100	104	109	103	99	99
61									99	100	102	109	109	106	105	111
62									104	104	106	111	110	107	111	114
63										107	109	116	110	112	113	114
64										112	118	116	117	114	119	115
65										114	118	121	125	120	123	125

The figures gotten in this way were compared and checked up with those of Drs. Bowditch and Hastings, and with the standard adopted by the British Anthropometric Association. The tables show the standard mean variations in weight as related to height, at different ages, from five to twenty years. A perfectly well child of ten years may be anywhere from 48 to 56 inches in height and weigh anywhere from 53 to 71 pounds, but if his weight does not correspond with his height, or if he is less than 48 inches tall, there is something wrong with his development and probably with his nutrition.

This method of calculation is much more exact, especially in a heterogeneous group, such as may be found in any American city, than the easy and crude method of measuring development at each age by a single figure for weight or height.*

Form 15 (pages 58–60) provides for a continuous record of the home care, feeding, and physical condition of an infant from birth up to the age of one year. This blank indicates the medical and social facts which have an essential bearing upon the life of an infant during the first twelve months.

The form was prepared by the Department of Child-Helping of the Russell Sage Foundation under the direction of a medical advisory committee, consisting of Dr. David Edsall, Dr. L. Emmet Holt, Dr. Abraham Jacobi, Dr. J. H. Mason Knox, and Dr. William H. Welch. The blank has been formally approved by the American Pediatric Society and by the Section on the Diseases of Children of the American Medical Association.

On page 1 of this form, the figures in the month columns represent dates. The record shows that the baby was born on November 5; that she was with her mother from November 5 to December 21, when she was received by the society; that she was in a family home from December 21 to January 14, in the Babies' Hospital from January 14 to 20, in a second family home from January 20 to June 17, and in a third family home from June 17 to July 14, the date of her death. Similarly, under the section "Feeding History" the dates in the different columns show the periods during which the different kinds of food were given to the baby.

* Bryant, Louise S.: School Feeding: Its History and Practice at Home and Abroad, pp. 222–224. Philadelphia, J. B. Lippincott Co., 1913.

Continuation School and Efficiency Records

In institutions for children, school curricula and records of school progress should at least follow the standards set by the authorities of the city or state in which the institutions are located. It is a startling fact that many institutions do not conform to the requirements of their local and state boards of education either in the training given or in the keeping of records.

Outlines of prescribed courses of study may be obtained from the local or state boards, and many boards have adopted blanks on which continuous records of public school children are kept. Where such blanks have been adopted, they could be used by institutions. In many cases, however, if industrial teaching is given, it may be necessary to plan a modified form to include this.

It is suggested that Laggards in Our Schools* by Leonard P. Ayres, and the Report of the Committee of the National Education Association on Uniform Records and Reports† may be helpful to institution workers in showing the significance of school records.

Efficiency and conduct records have come to be an important factor in discipline in many institutions, and if skilfully used are extremely helpful in developing character, industry, and efficiency in the children.

The superintendent of St. Mary's Female Orphan Asylum, a large Catholic orphanage in Baltimore, told how such records, in connection with a system of rewards and punishments, had lessened the disciplinary problems in the institution. She said that it took a large part of the time of one Sister to keep these records, but that the children were so stimulated by having before them the record of their merits and demerits that the need of punishment had been practically eliminated.

A story of how a school and conduct record covering a

*Ayres, Leonard P.: Laggards in Our Schools. New York, Charities Publication Committee, 1909.

†United States Bureau of Education, Bulletin No. 3 (whole number 471), 1912. Report of the Committee of the National Education Association on Uniform Records and Reports.

number of years saved a boy from a term in a reformatory is told by the superintendent of another orphan asylum. The boy had been in the institution for four years. At the end of that time he was discharged because his family was in serious financial straits and needed his help. Word was received one day by the superintendent of the orphanage that the boy had been arrested for felonious assault. An investigation showed that he had been set upon while at work in a moving-picture exchange by a gang of young boys, and while justifiably defending himself had "knocked out" one of the gang and been arrested. The superintendent took the records of the boy while in the orphanage and after discharge and the record of the family history, and went over them with the judge of the juvenile court and the prosecuting attorney. On the strength of these records the case was dismissed.

In the New York Orphanage at Hastings-on-Hudson, the following points are covered in a child's school, conduct, and efficiency record:

> Cottage mark, which includes his weekly record as to deportment, home work, manners, etc.; school mark, which records his standing as a pupil; efficiency mark, which includes his record as a worker or industrial factor on the place; and social service mark, which indicates the share he assumes in helpfulness to others.*

The efficiency mark and the social service mark are given only at the end of each month. If a child has kept to a high standard of efficiency in his work during the entire month, he gets a mark "A." If, for example, the baker boy makes such good bread that the children prefer his to anyone's else, he gets an efficiency "A." If the janitor takes special pride in keeping the school rooms orderly and well dusted, and does not have to be taken to task about his work, he is marked "A," and so forth. Social service is purely voluntary. An older child may take special interest in the younger children, or in caring for the flowers, or doing something else which adds to the comfort and

*Orphan Asylum Society in the City of New York. Annual Report, 1911–12, p. 12.

happiness of the home or the community. For this a social service mark is given.

Dr. Rudolph R. Reeder, the superintendent of this institution, has invented a method of displaying these records by a system of mosaics on the wall. The children take great interest in it. The records form the basis for granting privileges.

Form 16, formerly used by Thorn Hill School, Warrendale, Pennsylvania, suggests a simple method of displaying a school and conduct record for a full year on a single page. Form 17 of the Hebrew Sheltering Guardian Orphan Asylum is used by the cottage mothers for making weekly reports to the superintendent. At the end of each day the cottage mother and the cottage president* together decide on a mark to be given each child. This mark is based upon the conduct of the child and upon the rating which his individual work receives in the report rendered by the cottage efficiency inspector. The marks are transferred from these sheets to the individual record cards of the children by the record clerk.

Miscellaneous Records

The following additional records are mentioned here because they have a close connection with education and development.

Records of the reading done by children are kept by some institutions as a guide in cultivating a taste for good books. The Hebrew Sheltering and Protective Association of Baltimore, for example, and the New York Orphanage do this.

In some institutions where boys and girls earn money they are required to keep accounts. A report of the New York Orphanage states:

> Nearly all of the wage-earning boys and girls have savings bank accounts. A list of articles of clothing stands over against the children's wage scale, and increases proportionately with it: that is, the higher the child's monthly wage, the greater the number of articles of clothing

* Each cottage has a president, who is one of the children elected by the children in the cottage.

Form 8-1M-5-25

ALLEGHENY COUNTY INDUSTRIAL AND TRAINING SCHOOL FOR BOYS. (a)

SCHOOL RECORD.

Name Albert Dreyfus

Cottage 7 Grade 5, Date Jan. 1913

DATE	JAN.	FEB	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT	OCT.	NOV	DEC	Grade Attained
Reading	84	85	85	88					85	86	87	85	86
Writing	86	87	88	89					90	90	90	90	88
Arithmetic	90	90	90	90					90	91	91	90	91
Spelling	98	98	98	96					96	96	96	95	96
Geography	85	86	86	88					85	88	88	85	86
Language	80	80	80	82					82	83	84	80	82
~~Basketry~~ History		80	80	80					80	80	80	80	80
~~Whittling~~ Physiology		80	80	80					80	80	80	80	80
Carpentry													
Gardening													
Dairying													
Poultry													
Farming													
Neatness	G	E	E	E					E	E	E	E	E
Comprehension	E	E	E	E					E	E	E	E	E
Originality	E	E	E	E					E	E	E	E	E
Thoroughness	E	G	E	E					E	E	E	E	E
Application	E	G	E	E					E	E	E	E	E
Conduct	E	E	E	E					E	E	E	E	E
Total Percentage	92 1/3	89 5/7	91 13/14	92 5/14					92	92 3/7	92 4/7	91 11/14	92

(Former School Record See History Card)

Ella Moore Teacher.

FORM NO. 16. SCHOOL RECORD
(Size 8¼ x 9 inches)

[a] Name changed to Thorn Hill School. Institution located at Warrendale, Pa. A revised form of this blank is now in use at the Thorn Hill School, but the original is given here because it is somewhat more comprehensive. In the newer form the line for the school "average" immediately follows the studies, which is preferable to the arrangement in the form shown here.

In the above record E=Excellent, G=Good.

900. 7-26-14

Hebrew Sheltering Guardian Society
Of New York
Orphan Asylum
Pleasantville, N. Y.

INDIVIDUAL RECORD

COTTAGE 5

DATE January 2. 1914.

	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	average
1 Fred Allen	99	98	93	97	100	80	97	95.
2 Benj. Rosenberg	85	100	90	89	100	95	96	95.2
3 E. Ernstein	85	100	97	99	85	90	98	94.2
4 H. Greenberg	100	100	100	100	93	100	100	99.
5 J. Greenberg	98	100	97	98	95	98	97	97.4
6 M. Gimbel	92	90	95	93	100	97	100	97.3
7 I. Rosenfeld		Hospital						
8 B. Weil	99	98	95	98	98	90	96	96.
9 L. Hammerstein	98	99	90	93	98	90	97	95.
10 G. Golnik	95	90	92	97	85	94	100	95.3
11 H. Siegel	99	85	95	98	99	95	97	95.3
12 M. Blumberg	97	98	96	94	Hosp.	85	84	94.6
13 A. Ernst	100	85	100	100	98	96	97	97.
14 S. Isaacs	99	100	95	96	98	95	98	97.3
15 H. Litchenstein	99	97	100	99	100	95	96	98.
16 L. Hyman	99	97	98	98	85	90	97	95.3
17 A. Brockauer	97	90	85	85	95	95	95	94.5
18 L. Rosenfeld	95	98	94	97	100	90	95	95.3
19 M. Robinson	100	100	85	99	85	100	99	95.3
20 M. Merkel	100	100	85	98	100	100	99	98.3
21 H. Bernstein	100	100	100	100	100	90	100	98.3
22 Solomon	97	100	96	97	98	85	98	96.4
23 B. Levi	97	100	90	98	50	90	98	89.
24 R. Blumenstein	100	98	98	85	85	99	98	94.5
25 H. Erlanger	93	85	85	92	80	95	95	90.2
26 P. Ratchofsky	96	97	85	97	90	95	97	93.2
27 J. Moritz	100	99	95	100	98	98	99	98.3
28 J. Levey	97	99	85	97	98	99	100	96.3
29 Schai	100	100	97	90	98	85	100	95.2
30 Sam Goldstein	95	95	95	85	90	97	96	93.
31 A. Litz	100	97	97	98	100	100	99	98.6

BEST H. Greenberg

H. Kaufmann cottage president

R. Goldsmith cottage mother

FORM NO. 17. CONDUCT AND EFFICIENCY RECORD
(Size 7 x 11 inches)

he must provide for himself. This teaches him how to buy wisely and also the value of care and economy in the use of clothing. All the money earned is paid over to the child at the close of each month. Each child earning a dollar a month or more is required to keep an itemized account of the expenditure of his money and to submit the same for inspection at the close of each month.*

The following is a sample page from a child's expense book:†

Wages received . . .	$7.50	
Amount paid on suit		$3.00
Ticket to Hippodrome		1.00
Car fare		.40
Deposited in bank		1.00
Missions		.40
Films for camera		.40
Candy		.30
Stockings		.25
Amount given sister		.25
Tooth powder		.20
Tooth brush		.20
Literary dues		.10
	$7.50	$7.50

* Orphan Asylum Society in the City of New York. Annual Report, 1907–08, p. 9.

† Ibid., Annual Report, 1909–10, p 11.

CHAPTER IV

INFORMATION NEEDED IN PLACING-OUT AND SUPERVISING CHILDREN

NO one questions the desirability of normal family life for normal children, but the task of providing it is one which calls for skilful selection both of homes and children, and for patient and unrelaxed watchfulness after the children have been placed.

A child should never be returned to his home or placed out until all the facts about him have been carefully gone over and the plan approved by an efficient case committee.

In returning children to their own homes or placing them in foster homes, child-caring organizations have a double obligation. They must see:

First, that children who are known or suspected of being feeble-minded, suffering from infectious diseases, vicious, or confirmed in immoral habits, are not placed out except under special conditions which will safeguard both the children and those with whom they come in contact.

Second, that children whom they do place out are placed in homes adapted to their needs and are thoroughly protected.

To distinguish between children who should and should not be placed out is much easier for organizations which have full family history records, and records of the habits and characteristics and the physical and mental condition of the children. They can decide more intelligently, with the help of these records, which children are mentally capable of taking a normal part in the life of the community, and which ones should have permanent custodial care or be placed out only under special conditions which will secure the necessary protection both to the children and to the community.

A single instance will serve as a warning against placing children without regard to their capabilities and tendencies.

A little girl with a sweet, refined face and gentle and attractive ways was placed out by a children's agency. Difficulties of disposition soon manifested themselves, which resulted in her changing homes frequently. She proved to be backward in school, but this was attributed to the numerous changes in her career. She was finally placed with a hardworking couple, lacking in worldly experience, on a farm in a remote region, and nothing was heard of her for five years. An institution which had later received a half-sister of the girl, suspected from its knowledge of the long history of illegitimacy, inefficiency, and crime in the family that the children were probably all mentally defective, and asked permission to visit the child who had been placed out by the agency. When the visitor called at the home, the foster parents poured out a tale of woe. "We have done the best we could by her, but she never wa'nt no good," they said. "We sent her regular to school, but it wa'nt no use, she couldn't larn. You couldn't never trust her with nothin'. We tried to larn her respectable ways and decent, but she wa'nt made that way." Then after a pause, "But all this wa'nt nothin'. We'd put up with all this willin' if it hadn't been for runnin' after boys. Why, do you know, the only reason she's home now is because she's in trouble." Then followed a detailed history of the trouble she had given her caretakers. To the trained eye of the visitor it was obvious that the girl was defective.

When these facts were reported to the agency, it at once placed the girl in a maternity home, and later had her transferred to an institution for the feeble-minded.

If the agency which placed the child had based its initial work upon an adequate record of the family history; if it had seen the background of illegitimacy, inefficiency, and crime, and not just the sweet, attractive face of the little girl, it could have saved her from falling a prey to unscrupulous men, and also have saved the foster parents years of worry and distress and the community the care of another feeble-minded baby.

The families of children under care should be visited from time to time and their records periodically reviewed; and when requests come from parents to have children returned home there should be a full consideration of the existing circumstances of the families. This is necessary in order that agencies may neither keep children longer than their best interests require nor dismiss them unwisely. Good parents should always be helped and encouraged to reconstruct their homes, and their children should

be returned to them as soon as circumstances make it safe. On the other hand, there is need to be watchful and discriminating. Every worker is familiar with relatives who become actively interested in children only after they reach working age, and with parents who allow personal considerations to interfere seriously with the welfare of their children. Agencies which do not keep in close touch with the families are not in position to know when it is possible and desirable to return children to their own homes.

No new blanks are needed for recording visits to or re-investigations of a child's own home. The facts learned should be added to the original family history record. If a prospective foster home is to be considered, however, there must be a new line of inquiry, corresponding in general principles to the investigation of the child's family, but differing somewhat in procedure.

The object of this investigation is to test the fitness of the applicant as a guardian for a child, and to get an insight into the characteristics of the family which will make it possible to decide what special type of child will be suited to the home.

Organizations which are very painstaking in their efforts to determine the moral standing of a family, and to see that children are not placed in homes where they are wanted only for their labor value, often fail to consider questions of temperament and other subtle points which have an equally important bearing upon the happiness of the children and upon the success of foster parents in dealing with them.

If harmonious relations are to be secured, the temperament and motives of the foster parents and the opportunities which they can give a child must be studied along with the temperament of the child, his abilities and ambitions. A girl who is fired with a desire to become a teacher would probably not make a contented or docile housemaid; a boy who promises well as a mechanic might be a failure on a farm; a woman who wants a child with light hair and blue eyes upon whom she can exercise her talent for making pretty dresses, may not have a sympathetic understanding of a little girl who delights in wading brooks and climbing trees.

Instituted 1849. Incorporated 1854.

The Children's Mission to Children,

HENRY M. WILLIAMS, *President.*
REV. CHRISTOPHER R. ELIOT, *Clerk.*
WILLIAM H. SLOCUM, *Treasurer*

279 Tremont St.

PARKER B. FIELD,
General Secretary.
OFFICE HOURS 9 A.M. TO 5 P.M.
TELEPHONE, OXFORD 2967

Boston, Massachusetts.

March 9, 1913

Mrs. John Parker,

Natick, Mass.

DEAR MADAM:

Your application is at hand.

As it is highly important that we should bring together a boy or girl and family adapted to each other, it is not possible for us to give you a definite reply until we know further particulars in relation to your home. Will you, therefore, kindly answer the following questions.

Please give full name, nationality, and age of yourself and of each member of your family. American

John Parker 38
Mary Parker 32

Is each in good health? Yes

If not, state the nature of the disability.

What is the occupation of each?

Printer

FORM NO. 18A. APPLICATION FOR CHILD
(Four page folder. Size of single page 5½ x 8½ inches)

Are there any other lines of business which are carried on, or is there any special work done in the home? No

Do you ever have boarders or lodgers in your home? No

Do you keep hired help, and if so do they lodge in the house? No

What is your church? Methodist

Are you members? Yes

Do you attend regularly? No

How many rooms have you in your house? 6

How much land, how much livestock have you? Lot 50 X 100

Do you own your home? Yes

How far are you from church? About a mile

How far are you from school? About half a mile

How far from the postoffice and how often do you get your mail? Every day

What is your railroad station and its distance? Natick

What conveyance is there for one going without notice? Street car passes door

Please give full directions for reaching your home.

Take street car going west at station. Get off at Stop No. 31.

How can we reach you by telephone? 775-2- Natick

What facilities have you for telegraph, and express? Adams Express

In general, we pay board at $2.50 per week and furnish clothing for children until they leave the grammar school. Payments are made monthly.

As children reach the age of usefulness it is expected that they will be cared for without charge, or paid wages, according to capability.

We seldom place more than two children in one family, unless they are brothers and sisters.

Upon what terms would you prefer to take this child? To bring up as our own.

Have you taken any children before? No

If so, from whom, and how long did they remain with you?

Have you an application with any other agency? No.

Please state your *preference* as to sex, age, nationality, character, and capability, also what kind of a child you could *possibly take.*

Prefer a baby. Would not want a child over two years old. Would like a child whose parents are dead.

Would you take a delicate child? Would consider it.

Would you take a mother and child? No

What work, if any, would be required?

Would you provide for regular attendance at church?

How many weeks of schooling does your town offer and would you allow?

What are the social and educational advantages?

How long could your charge probably remain with you if satisfactory?
Would want to adopt if satisfactory

Would he or she room alone?

Would he or she be treated as a member of the family?

How long have you lived in town? 5 years

If only a short time, where was your former residence?

Please give the names of a few citizens as references.

Dr. F. G. Carothers, Natick
Mr. Samuel Burns, "
Mr. L. B. Chase, "

If we may hear from you in reply we shall be glad to consider your application and notify you when we have such a boy or girl as you desire. Yours truly,

PARKER B. FIELD, *Gen. Sec.*

per S. C.

FORM NO. 18D. (Fourth page)

RECORDS FOR THE INVESTIGATION OF FOSTER HOMES

Several different record forms are used in the investigation of a foster home.

First, there is an application blank to be filled out by the person who wishes to take a child. From the answers to the questions on this form, it is possible for an agency to weed out at once certain types of homes which are thought to be undesirable. Questions relating to occupation, hired help, boarders, and invalids, for example, are calculated to exclude families wishing to take children as servants only, or homes in which it would be dangerous from the point of view of health or morals to place unprotected children. Forms 18, 19, and 20 are typical of blanks used for this purpose by societies which place out children.

If the application itself reveals no conditions which would throw a home at once into the rejected group, form letters should be sent to persons given as reference by the applicant, as well as to independent sources of information, known to the agency, for the purpose of learning essential facts about the family from those acquainted with them. Form 21 (page 83), used by the Cleveland Humane Society, is typical of the blanks used for this purpose. If the replies to these letters are on the whole favorable, a visitor from the agency should then make a personal investigation of the home and neighborhood before coming to a final decision in regard to placing a child there.

No child should be placed in a home which has not first been visited by a trained worker.* The fact that an applicant stands high in the community, and that there is no question as to his motives in taking a child, does not relieve an institution or society from the responsibility of seeing the home. How the best intentioned people may subject children to serious dangers through sheer ignorance of the ways of the world, and how a preliminary visit to the home may remove risks, is illustrated by an instance which recently came to the writer's notice.

(Text continues on page 84.)

* Hart, Hastings H.: Preventive Treatment of Neglected Children, p. 228. New York, Charities Publication Committee, 1910.

GPD 4

APPLICATION FOR GIRL

Please fill out and return to Edith N. Burleigh, 274 Boylston St., Boston, Mass.

Your first name Sarah Date, April 10, 1912.

Your husband's full name James McIntosh
Address Haverville Mass.

Shortest way to get to your house? One mile east of station

Your telephone number? or nearest telephone? Hecker's Drug Store

Do you have a whole house? Yes. or appartment? { upper? / lower?

For whom does your husband work? On his own farm.

Ages of your { sons? 14, 16 / daughters? 12

Who else lives in your house? No one

Have you any lodgers or boarders? { men? / women? No.

Have you a hired man? Yes
What church do you attend? Unitarian
Could the girl go to church with an adult of your family? Yes
What are the largest wages you would pay for a capable girl? $2 a week
Do you wish her to wash and iron? To help with all housework
Do you wish her to cook?
Will she have the care of the children? No
Would you take a mother and baby? Would consider it
Would you take a colored girl? No
What is your doctor's name and address? Dr. L. H. King, Haverville
What is your pastor's name and address? Rev. Saml Mason, Haverville
Please give us two other references. J. V. Doane and Sidney Smith, Haverville
Have you ever had a girl from any other society? No
What society?
What led you to apply to us? One of my neighbors who had a girl from you
How long will you wait for a girl if we have not a suitable one for you now? Need one by the middle of May
It is essential that a girl fitted as nearly as possible for the particular place and adaptable to the particular conditions be selected.
If you procure a girl from elsewhere please notify us.

You are expected to pay the girl's carfare to your home and the transportation of her trunk.

FORM NO. 19. APPLICATION FOR GIRL
Girls Parole Department, Massachusetts Training Schools
(Size 8½ x 11 inches)

PLACING-OUT AND SUPERVISION

G. & P. TELEPHONE, No. 6980 ST. PAUL

WM. BULLOCK CLARK, President
ANNIE K. SPALDING
Director of Home Finding Department

GEORGE L. JONES, General Secretary
ALDA L. ARMSTRONG
Assistant Secretary

THE HENRY WATSON
Children's Aid Society
AND
MARYLAND CHILDREN'S AID SOCIETY

CHARITIES BUILDING
15 East Pleasant Street
Office open from 9 A.M. to 5 P.M

BALTIMORE, MD. Sept. 14, 1913

Mrs. David J. Armstrong,

Frederick, Md.

Dear Madam:

Your application for a child has been received. Before we can give a definite reply, we must ask you to tell us frankly what kind of a home yours is, and also, what sort of a child you need. Will you not, therefore, answer as fully as possible the following questions, read carefully the attached "Conditions of Placement", and give the names of five references, none of whom should be relatives?

1 Do you want Boy or Girl, or both? Girl

2 What should be the age from 10 yrs. to 12 yrs.
Indicate months or years. Give widest range possible.

3 What work would you require it to do?

4 Would the child have a room to itself? Yes If not, with whom would it share a room?

5 Would it be treated as a member of the family? Yes

6 Have you taken any children before? No If so, from whom and for how long?

7 Have you had experience in the care of children? Yes

FORM NO. 20A. APPLICATION FOR CHILD
(Four page folder. Size of single page 7¼ x 9¼ inches)

8 Please give your age, and the names and ages of the members of your family:

NAME	AGE
David J. Armstrong	44
Catherine Armstrong	30
Eugenia	2
Grandmother, Mary Logan	73

Post Office Frederick State Md. County

Street No. or R. F. D. 42 Williams St.

If home is in City, be careful to give street and number

9 What is your station or landing?

What Railroad? B. & O. What Steam Boat Line?

How far do you live from the Station, in what direction?

North about 3/4 mile

10 Have you hired help or boarders at any season of the year? No

11 If the former; do they live in the house, and are they men or women, and of what age?

12 Do you own the house in which you live? Yes

13 How many rooms are in the house? 8

14 How many acres of land do you own? Two lots

15 What is your occupation? Husband is a plumber

16 How long have you lived at your present residence? 3 years

17 How far do you live from your church? 2 squares

from the nearest school? 3 blocks

from your post-office? about half a mile

18 To what denomination do you belong, and what is the name and address of your pastor?

Presbyterian

Rev. John Grove, 98 Grant St.

19 What is the name and address of your family physician

Dr. L. Mayer, Market St.

20 What magazines or newspapers do you take? Ladies World, Delineator, Baltimore Sun

21 What is your object in taking a child? To bring up as a companion to my own

22 Do you expect to adopt it legally? No

23 May we send the child any time? Yes

24 Will you pay the expenses (railroad fare, livery, etc.) of sending the child to your home?

Yes

25 Name person near depot to receive child, if notice should be delayed in reaching you.

We live near depot

26 Give names and addresses of five persons who know you and to whom we may write for references.

NAME	OCCUPATION	ADDRESS
Mr. John McDonald	Grocer	Frederick
Mr. J. L. Bennett	Farmer	"
Mr. Samuel Baldwin	Plumber	"
Mr. Patterson	Postmaster	"
Mr. Louis Johnson	Station Agent	"

Kindly fill in the above form, and if you will return it to us with the statement that you are willing to observe the signed Condition of Placement, we shall be glad to consider your application fully and if satisfactory give you a child as soon as possible.

If you have a preference for any particular kind of child please write us explaining your preference. When we have a child, such as you desire, we shall notify you, so that you may call or send for the child.

Yours very truly

Geo. L. Jones
GENERAL SECRETARY
per K.

Conditions of Placement

The undersigned make application to the Henry Watson and Maryland Children's Aid Society for a child to be placed in our family upon the following conditions:

1 The child is to be taken on sixty (60) days' trial.

2 That we will give the child a fair opportunity to adjust itself to the home before returning it to the Society.

3 The guardianship and legal control of the child is to remain in the Society, unless we shall adopt it legally, with the consent of the Society.

4 During the whole time the child is in our care we will furnish it comfortable and sufficient clothing, care and medical attendance; will send it regularly to day school, Sunday school, and religious services, will provide faithfully for its well being, physical, mental and moral; and will treat it in all respects as if it was our own.

5 We will send the child to day school not less than 110 days in each year until the age of sixteen has been reached.

6 We will pay wages to child at 15 or 16 years of age when not in school unless the Society prefers some other arrangement.

7 We will allow the child no communication with friends or relatives without the consent of the Society.

8 We will notify the Society of any sickness of the child. We will give the Agent of the Society free access to our home and the child placed in our care.

9 We will give thirty days notice when child is to be returned.

10 We will in no case surrender the custody of the child to a third party without the written consent of the Society.

11 We will notify the Society promptly of any change of address within the State.

12 We will not move out of the State without first securing the written consent of the Society to take the child with us.

13 If we wish to return the child, during or after 60 days, we will return the child comfortably clad, free from injury, contagious or infectious diseases, and in as good general health and condition as when received.

14 It is understood that each case will be determined on its merits, taking into consideration the child, foster-parents, the environment and other influences, and if the welfare of the child, in the opinion of the Society, demands its removal at any time previous to adoption the right of the Society to remove the child is granted.

If you have telephone note Central and number here .....

Signed David J. Armstrong Husband

Signed Catherine Armstrong Wife

If you cannot be reached by telephone or telegraph give name and address of person who would send you a message.

PLACING-OUT AND SUPERVISION

HOME FINDING AND CHILD PLACING DEPARTMENT

THE CLEVELAND HUMANE SOCIETY

506 CITY HALL

Cleveland, Ohio, March 7, 1913

Dr. Joseph Kline,
289 Calvert St., Lodi, Ohio.

Mr. and Mrs. Henry Frank
of Lodi have applied to this Society for a child

In order that we may decide this matter rightly, with the child's best interests in view, we need to know the whole truth in regard to the character of the applicants and their family, their home life and surroundings; and whether a child would find with them a thoroughly happy home, kind care, and moral training. Will you kindly answer the following questions as fully and frankly as possible. Whatever you write will be treated as strictly confidential. Thanking you for the courtesy of a prompt reply in the stamped envelope enclosed, I am,

Sincerely yours, Cherry C. Jones

Is Mr. Frank of strictly temperate habits? Yes
Is he kind and just? I think so
Is Mrs. Frank a good, sensible woman? She is good, but not too sensible
Do they live happily together? I don't know
Is the moral standard of the family high? Yes
Is the family in good health? Yes
What is their financial condition? Fair

Have they a comfortable home? Yes
Would you consider it a desirable home for a child of yours? Only fair

Do they attend church regularly? I think they do
How long have you known the family? about 7 yrs. Are you related to them by marriage or otherwise? No
Please state any further particulars that may throw light on their character and standing.
She is very high tempered with elderly people, especially her mother and grandmother. Do not know how she is with children. She seems to be kind to her child.

Date March 10 1913

Signed Joseph Kline
Occupation and business address Physician
289 Calvert St.

FORM NO. 21. RECOMMENDATION BLANK
(Size 8½ x 11 inches)

A young colored girl had been placed as a nurse maid with an eminently respectable family. The preliminary investigation had been omitted because of the unquestioned character and standing of the man and his wife, who were prosperous, conscientious and sympathetic college-bred people. When the visitor called at the home some months later, she found that the girl had been given a room in a part of the house entirely separated from that occupied by the family, and that the only other person who slept in this wing was a young white man who worked on the place. The possible danger of such an arrangement had not occurred to the family, who immediately remedied the situation when it was pointed out to them.

Most of the regular child-placing societies have a printed form upon which the visitors report the results of their investigations of foster homes. Form 22 is used by the Florida Children's Home Society. It is similar in most respects to those in general use among child-placing societies. Form 23 is used by the St. Louis Board of Children's Guardians. It is especially adapted for reporting upon city homes. The points under the section "Child in Home" on the St. Louis blank are especially worth noting; also the points under "Home Neighborhood." The writer has seen no other blank of this kind which provides for a report of recreational and educational opportunities outside of school.

Many organizations, as a matter of courtesy, write to applicants whose homes have been investigated, telling them whether or not a child is available for them. Form letters are often used for this purpose.

Forms 24 and 25 show the letters sent out by the Boston Children's Mission; 24 is sent to families whose homes have been approved, 25 to families not approved.

RECORDS FOR THE SUPERVISION OF PLACED-OUT CHILDREN

After a child has been placed in a family, he should be visited faithfully and reports of these visits should be carefully recorded. The frequency of the visits should be determined by the age of the child and the conditions under which he is placed.*

* Hart, Hastings H.: Preventive Treatment of Neglected Children, p. 240. New York, Charities Publication Committee, 1910.

Children's Home Society of Florida

Report on Home personally investigated Oct. 9 1913.

Home of Wm. P. Baldwin Residence Bronson Phone ----

THE FAMILY

1. How does it stand as to honesty, morality and trustworthiness? Excellent
2. How does it grade in education? Good In intelligence? Good
3. Are they kind hearted and sympathetic? Very
4. Do they seem generous and liberal in spirit? Yes
5. Does any member of the family use intoxicants? No
6. Did you learn of any bad personal faults or habits? No
7. Are they frugal and industrious? A thrifty family of German descent
8. What is their income About $100 mo. Its source? Mr. B. is a machinist
9. Habits of church going regular Are they active in church work? Mrs. B. is
10. Did you interview husband? Yes Temperament Quiet, pleasant.
11. Did you interview wife? Yes Temperament Cheerful, active.
12. Husband's purpose in taking child? (To do something for child and to have com-
13. Wife's purpose in taking child? (panionship.
14. Are there children in the Home? * How many? Ages? 23

THE HOME

1. Describe their property 2½ story frame house, lawn, garden and fruit in rear Appproximate value $3,500
2. Is the home cleanly? Yes Neat? Yes Convenient? Yes
3. Have they books? Standard Papers? Daily Musical instruments? Piano Pictures Yes
4. What of the furnishings? Comfortable Cultured? Yes
5. What of the neighborhood? Good residence neighborhood
6. Will they give a child reasonable school, church and social privileges? Excellent
7. Describe children in Home ---- Lodging place? Child would have pleasant room alone.
8. If a Society ward is now in the home, give name ----
9. Date of placement ----
10. General Remarks Home seems almost ideal. Mrs. B. is a woman of refinement, tactful and very hospitable. Plenty of good books and magazines. Would take either boy or girl, 8 - 12 yrs. old. Might take a brother and sister.
11. What is your recommendation? Think that they would have patience and ability to handle a "difficult" child provided child were of good mentality.

Signed M. V. Ford

HALL BROS 6407

*Daughter at present away teaching.

FORM NO. 22. VISITOR'S REPORT ON FOSTER HOME
Children's Home Society of Florida, Jacksonville
(Size 8½ x 11 inches)

It often happens that organizations assume that discharged children are well and happy if they "never complain," or that they are getting along successfully if they come back to visit the institution, or are not returned by their foster parents. As one institution superintendent said: "Girls who are doing all right come back to visit the Home; if they don't come back it generally means that they are not doing what they should." The fallacy of such an assumption is seen in the story of a child who was placed out by an institution at the age of fourteen. She frequently came back to visit and seemed to be happy and doing so well that no one ever thought of going to see her until a placing-out agent was added to the institution staff. The agent looked the girl up and found that she had been living an immoral life, had had an illegitimate child, and had subsequently married a man three times her own age. When the case was reported to the institution, the superintendent remarked, "Isn't that strange, she always seemed to be doing well!"

Form 26 is used by the Children's Aid Society of Pennsylvania for recording visits to placed-out children. It does not differ essentially from the forms used by many other child-placing societies. In addition to the points listed, this form provides liberal space on both sides on which visitors are expected to record the social activities of the child, his recreation, associates, and other matters concerning him, his home and environment.

Between visits, agents should keep in communication with the children and the foster parents. Blanks should not be used for this purpose. Informal correspondence is the more human and the better way. Correspondence should never take the place of systematic visitation, but it has a definite value in making both the children and the foster parents feel the friendliness and interest of the visitor.*

Often persons who are the most efficient executives are the most careless recorders, and it should be impressed upon them that when they have obtained important information, often at

(Text continues on page 95.)

* Some boards of trustees send letters to their wards at holiday seasons, along with little tokens, post cards, and so forth.

BOARD OF CHILDREN'S GUARDIANS
CITY OF ST. LOUIS

VISITOR'S REPORT. HOMES FOR CHILDREN.

APPLICATION OF Schroeder, Margaret FILE NO 194

NAMES	AGE	LIVING AT HOME	OCCUPATION AND WAGES SCHOOL AND GRADE	NATIONALITY	RELIGION
HUSBAND Wm.		dead			
WIFE Margaret	52	Yes	Housewife	German	Lutheran
CHILD Viola (Mrs. Pierce)	25	Yes	Stenographer - $60 mo.	Am.	"
CHILD Grand John Pierce	2	Yes		Am.	"
CHILD John	28	No(married)	Locksmith	Am.	"
CHILD					
CHILD					

HUSBAND EMPLOYED AT --

MEMBERS OF HOUSEHOLD:
One woman lodger, away during day, sews in private families. Pays $8 a month rent.

REASON FOR WISHING CHILDREN To supplement income.

FAMILY WILL TAKE One child, between 1 and 3 years.

FOR $10 DOLLARS

EACH PER MONTH WITHOUT FURNISHING CLOTHING AND FOR $13 DOLLARS
EACH PER MONTH WITH CLOTHING.

HOME SETTING.

ADDRESS 139 Allen Street PHONE 2180 Park - at Logan's Drug Store 3 blocks away.

LOCATED ON STREET OF paving stone MATERIAL MAIN SEWERS LAID AND DWELLING CONNECTED. Yes

CONSTRUCTION OF DWELLING 2 story frame ATTACHED OR SEPARATED. FLAT, DWELLING, APARTMENT.

ESTIMATED SIZE OF FRONT YARD 30 x 15 OF BACK YARD 30 x 50 NUMBER OF ROOMS 6

NUMBER OF BED ROOMS? 3 IS PLUMBING INSTALLED AND IN FAIR CONDITION? Yes

HAS DWELLING A BATH ROOM Yes INSIDE TOILETS OR OUTSIDE VAULTS? Inside

HOME NEIGHBORHOOD:

1. ARE THERE ANY INFLUENCES CLOSE TO HOME WHICH MAKE IT UNDESIRABLE? No

WHAT IS NATIONALITY O F NEIGHBORHOOD? German

IS IT A HOME, ROOMING HOUSE OR BUSINESS DISTRICT? Home with a few small business places.

WHAT PARK IS NEAR? None PLAYGROUND None LIBRARY Grant St.

Good backyard, sod and garden.

HOME, FAMILY LIFE:

VISITOR WILL REPORT FULLY ON PERSONALITY, AMIABILITY, HABITS AND FAMILY LIFE OF MEMBERS OF HOUSEHOLD, ESPECIALLY OF FOSTER MOTHER AND FATHER. Mrs. S. and her daughter are both widows. Mrs. S. keeps the home and cares for her daughter's baby during the day. She considers that it would be but little more work to care for another child and they need to supplement the daughter's income. Mrs. S. is an efficient, wholesome, thrifty woman. Both she and her daughter are cheerful and pleasant and their home life seems to be unusually normal and happy. Married son and his family visit frequently.

FORM NO. 23A. VISITOR'S REPORT ON FOSTER HOME (Face)
(Size 8½ x 11 inches)

FAMILY'S CHURCH ATTENDANCE AND ACTIVITIES.

Regular attendants of the Lutheran Church - Forbes St.

TIDINESS AND ORDER OF HOME.

Clean, comfortable and homelike middle class home.

HOME, CHILD IN HOME.

WILL CHILD HAVE ITS OWN ROOM? No OWN BED? Yes IF NOT, WITH WHOM WILL CHILD SLEEP? ARE THERE OTHER OCCUPANTS OF SAME ROOM? * WHAT DUTIES WILL CHILD HAVE ABOUT THE HOUSE? WHAT RECREATION AND WHERE Good backyard where children can play.

WHAT PETS OR DOMESTIC ANIMALS? Cat

REMARKS: * In same room with Mrs. Pierce's baby; room adjoins that of Mrs. Pierce and her mother.

VISITOR'S RECOMMENDATIONS.

Think that a child would be intelligently cared for and well trained.

DATE May 14, 1914 SIGNATURE T. M. Morris

REFERENCES—CHURCH Rev. Esser says both mother and daughter are highly reputable members of his Church.

OTHER PARTIES

Dr. M. S. Cross, family physician, stated that Mrs. S. is a woman with rare common sense and good judgment, who knows how to care for children.

AGENT'S RECOMMENDATION.

That this home be placed on list of available boarding homes for young children.

BOARD'S ACTION.

FORM No. 23B. (Second page)

Instituted 1849. Incorporated 1854.

The Children's Mission to Children,

HENRY M. WILLIAMS, *President.*
REV. CHRISTOPHER R. ELIOT, *Clerk.*
WILLIAM H. SLOCUM, *Treasurer.*

279 Tremont St.

PARKER B. FIELD,
General Secretary.
OFFICE HOURS 9 A.M. TO 5 P.M.
TELEPHONE, OXFORD 2967

Boston, Massachusetts.

Jan. 23, 1913

Mrs. J. B. Foster,
Newton, Mass.

The Children's Mission has acted favorably upon your request to receive into your family one or more children and your application has been placed upon file.

As each child comes to us we place it directly with the waiting family which best fits its needs and we trust we may soon be able to send a child to you.

If anything occurs which prevents you from taking a child kindly let us hear from you.

Sincerely,

Parker B. Field.

General Secretary.

FORM NO. 24. FORM LETTER TO APPLICANT WHOSE HOME HAS BEEN APPROVED
(Size 6 x 9½ inches)

Instituted 1849. Incorporated 1854.

The Children's Mission to Children,

HENRY M. WILLIAMS, *President.*
REV. CHRISTOPHER R. ELIOT, *Clerk.*
WILLIAM H. SLOCUM, *Treasurer.*

279 Tremont St.

PARKER B. FIELD,
General Secretary.
OFFICE HOURS 9 A.M. TO 5 P.M.
TELEPHONE, OXFORD 2967

Boston, Massachusetts.

March 8, 1914

Mrs. Laura Folks, Marblehead, Mass.

Dear Madam:

Your application has been carefully considered and we regret to report that we cannot comply with your request as we do not consider your home adapted to our needs.

Sincerely,

Parker B. Field.

General Secretary.

FORM NO. 25. FORM LETTER TO APPLICANT WHOSE HOME HAS BEEN REJECTED
(Size 6 x 9½ inches)

No. 894

CHILDREN'S AID SOCIETY

OF PENNSYLVANIA

Date of Visit 6/14/1914

REPORT OF VISIT TO A CHILD

Name of Child	Color	Age	Religion
Rogers, John	W.	12	Cath.

With whom placed — P. O. — R. F. D. No. — County — State

Mrs. J.H. Wells — West Chester — 4 — Chester — Pa.

Name of nearest and most convenient R. R. station — Dis. and dir. of home from this station

West Chester, P.R.R. — 3-1/2 miles west

Condition as to health

Has had no illness. Appears to be well and vigorous.

Clothing — Manners

Suitable and clean. — good.

Does child sleep alone in separate room? — If not, where and with whom?

In separate bed, in room with Mr. Wells' grown son.

Is the child happy? — Was child seen alone?

Appears to be. — Yes

What work does child do?

Light chores on farm.

Any bad habits?

None mentioned

Condition of the home as to cleanliness, order and comfort?

Fair

Appearance of house, barn, yard, etc.

Buildings in good repair. Grounds clean.

What newspapers taken?

Philadelphia North American - Daily

Are relations between child and foster parents affectionate and confidential?

Yes

Has the child been visited by parents, relatives, or friends? Give names and dates.

No

Is the home adapted to the child?

Yes

Are foster parents pleased with child?

Yes

Is child boarding, free or receiving wages? — Does family wish to legally adopt child?

Free — No

Any new impressions as to family?

What suggestions, if any, were made to the foster parents?

Have you any recommendations to the Society?

Remarks

Had an interesting talk with John. He had gone to the circus the day before and had a great deal to tell about the things he had seen. Showed me a young pig which he is raising to sell. He earned money selling frogs and bought the pig when it was very small from Mr. Wells. Mr. and Mrs. Wells say they are pleased with John and want him to have all the pleasure possible. Next week the high school boys are to have an athletic meet at the fair grounds and John expects to attend. He helps

[OVER]

FORM NO. 26A. REPORT OF VISIT TO PLACED-OUT CHILD (Face)
Children's Aid Society of Pennsylvania, Philadelphia
(Size 8 x 10¼ inches)

Additional Remarks.

care for the horses and chickens and does work in the garden. He says that he likes his home and he appears to have frank and friendly relations with the members of the family.

He has for playmates the two sons, aged 12 and 14, of a neighbor on an adjoining farm. House about a quarter of a mile away.

ATTENDANCE RECORD

(Inclusive from date last visit)

School	Month	Year	Church
	January		
	February		
	March		
	April		
	May		
Has attended regularly	June	1914	Attends church every Sunday
	July		
	August		
	September		
	October		
	November		
	December		

Name of Pastor	Denomination	P. O. Address
Rev. S. C. Logan	Catholic	West Chester, Pa.
Name of School Teacher		**P. O. Address**
Miss L. M. Jackson	R.F.D. #2.	West Chester, Pa.

(Signed) J. A. Sloan
Agent C. A. S.

[OVER]

FORM NO. 26B. (Reverse)

HENRY WATSON CHILDREN'S AID SOCIETY
SCHOOL REPORT

For Month Ending Apl. 30 1914

Ellen V. Powell *Teacher.*

CONDUCT						ATTENDANCE				
Excellent	Good	Fair	Poor	Bad	Date		Present	Absent	Truant	Tardy
	✓				*Monday*	A. M. / P. M.				
	✓				*Tuesday*	A. M. / P. M.				/
		✓			*Wednesday*	A. M. / P. M.				
	✓				*Thursday*	A. M. / P. M.				
	✓				*Friday*	A. M. / P. M.				
					Monday	A. M. / P. M.		/ /		
					Tuesday	A. M. / P. M.		/ /		
	✓				*Wednesday*	A. M. / P. M.				
	✓				*Thursdny*	A. M. / P. M.				
	✓				*Friday*	A. M. / P. M.				
				✓	*Monday*	A. M. / P. M.				/
		✓			*Tuesday*	A. M. / P. M.				
		✓			*Wednesday*	A. M. / P. M.				
	✓				*Thursday*	A. M. / P. M.				
	✓				*Friday*	A. M. / P. M.				
	✓				*Monday*	A. M. / P. M.				/
	✓				*Tuesday*	A. M. / P. M.				
		✓			*Wednesday*	A. M. / P. M.				
		✓			*Thursday*	A. M. / P. M.				/
	✓				*Friday*	A. M. / P. M.				
	✓				*Monday*	A. M. / P. M.				
	✓				*Tuesday*	A. M. / P. M.				
	✓				*Wednesday*	A. M. / P. M.				
	✓				*Thursday*	A. M. / P. M.				
	✓				*Friday*	A. M. / P. M.				

FORM NO. 27A. SCHOOL RECORD OF PLACED-OUT CHILD (Face)
Henry Watson Children's Aid Society, Baltimore
(Size 5½ x 8¼ inches)

Report of Martin Brown

For Month of April - 1914

In what grade 4th

Progress in

Reading 80

Spelling 75

Writing 80

Arithmetic 90

Geography 80

Other Studies

Did child seem in good health? Absent 2 days on account of illness. Seems to be well now.

REMARKS:

Has been late several mornings. Excuses state that he was late on account of having to help Mrs. Edgar.

Please write us frankly about matters concerning the child.

FORM NO. 27B. (Reverse)

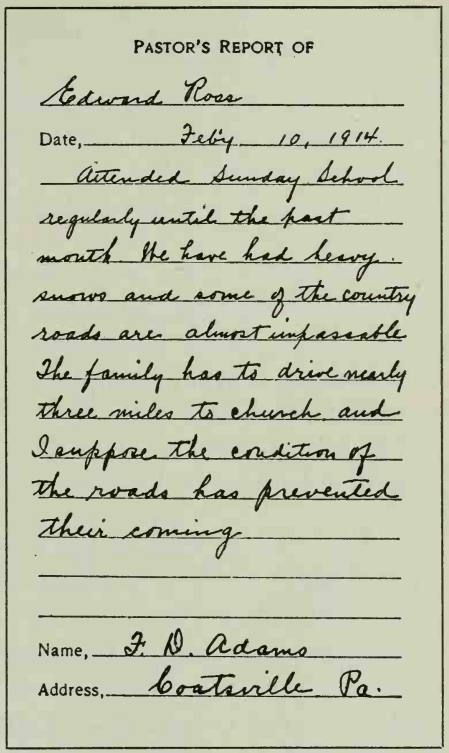
great expense, they should put it on record. When children or other persons visit the office of an organization, or when they are met outside, incidental information secured from them should be recorded, giving the date and the name of the informant.

In addition to reports by the visitor, reports from the school teacher and the pastor should be secured at regular intervals. As a rule, blanks on which to make reports are sent to teachers every month; pastors are usually asked to report each quarter.

Form 27, used for school reports by the Henry Watson Children's Aid Society of Baltimore, is a very good one.

Form 28 is a card sent by the Children's Aid Society of Pennsylvania to pastors when asking for quarterly reports on children.

Forms 29 and 30 are etters enclosed by the latter society with the blanks sent to teachers and pastors. Personal letters are substituted for these in certain cases, and the visitors of the society call personally on the pastors and teachers in order to enlist their special interest.



PASTOR'S REPORT OF

Edward Ross

Date, Feby 10, 1914.

Attended Sunday School regularly until the past month. We have had heavy snows and some of the country roads are almost impassable. The family has to drive nearly three miles to church and I suppose the condition of the roads has prevented their coming.

Name, F. D. Adams

Address, Coatsville Pa.

FORM NO. 28. PASTOR'S REPORT ON PLACED-OUT CHILD
Children's Aid Society of Pennsylvania, Philadelphia
(Size 3¼ x 5¾ inches)

Mimeographed or multigraphed letters are less expensive than printed letters if large quantities are not needed, and they

Organized 1882 Incorporated 1883

CHILDREN'S AID SOCIETY
OF PENNSYLVANIA

419-421 SOUTH FIFTEENTH STREET

PHILADELPHIA, April 30, 1914

Miss Irene Craig
School Principal or Teacher

Albert Evans
Child's Name in Full
a ward

of the CHILDREN'S AID SOCIETY OF PENNSYLVANIA, is now living in your district, and is, we understand, attending your school.

This Society is responsible for the school attendance of the above-named child in accordance with the school laws of the State of Pennsylvania. Will you, therefore, kindly send us a report of the attendance, conduct and scholarship of our ward upon the enclosed blank? A self-addressed, stamped envelope is furnished herewith. Additional blanks and envelopes will be supplied for this purpose monthly.

We shall be glad to receive suggestions from you at any time about any matter concerning the welfare of our children. If this child does not attend your school, kindly notify us.

Thanking you in advance for your co-operation in our work, I am,

Very truly yours,

E. D. Solenberger
General Secretary.
per K.

FORM NO. 29. FORM LETTER TO TEACHER OF PLACED-OUT CHILD
(Size 6 x 9½ inches)

ORGANIZED 1882 INCORPORATED 1888

CHILDREN'S AID SOCIETY

OF PENNSYLVANIA,

419-421 South Fifteenth Street

PHILADELPHIA, March 9, 1914

REVEREND AND DEAR SIR:

Clarence Durgin

a ward of the Children's Aid Society of Pennsylvania, is now living with Mr. John Conrad

We wish to know if this child receives proper religious instruction and training both at home and at Church, and earnestly request your kindly co-operation.

May I ask you to send us a quarterly report of his attendance at Sunday School and Church?

Enclosed find stamped envelope for reply, which we hope to receive at your earliest convenience.

We shall be glad always to hear from you concerning the welfare and happiness of our charges, and for this purpose will send you a blank form quarterly.

Yours very truly,

E. D. Solenberger

General Secretary.

per K—

FORM NO. 30. FORM LETTER TO PASTOR OF PLACED-OUT CHILD
(Size 6 x 9½ inches)

are preferred by many persons. In almost all towns mimeographing is done. Public stenographers often do it or can supply information about others who do it.

Where children are placed out in families, the foster parents

The Children's Mission.

279 Tremont Street, Boston, Mass.

Foster-mothers should see that this form is properly filled out and promptly sent to the Mission whenever any medical or dental service is rendered.

Medical and Dental Report

Date Jany. 14, 1914

Name of child August Smith

Medical Service.

Nature of ailment Mumps

Name of Dr. S. L. Logas

No. of visits to doctor's office, with dates included

No. of calls by the doctor with dates included

Jany 5
" 7

Dental Service.

Name of Dentist _____

No. of visits, with dates _____

FORM NO. 31. MEDICAL AND DENTAL REPORT OF SERVICE TO PLACED-OUT CHILD
(Size 3¼ x 6 inches)

should be instructed to notify the agency immediately in case of illness. Form 31 is a good one for securing an authentic statement from the attending physician and of dental work.

Organizations which furnish clothing for placed-out children usually keep a record of it. Forms 32 and 33 show two methods of keeping these records.

HEBREW ORPHAN ASYLUM—CLOTHING RECORD

Name Joseph Cohen *Boarded with* Schmidt

Articles	Blouses	Caps	Combs	Garters	Hand'chiefs	Night Shirts	Overcoats	Rubbers	Shirts	Shoes	Stockings	Suits	Susp'ders	Ties	Tooth br'shes	Trousers	Und'wear										Remarks
																											346(a)
1913																											
JAN.	1	1			6					1						1	3										
FEB.	1	1								2	1	1				1											
MAR.											1					1											
APR.	1			1								1															
MAY																											
JUNE																											
JULY																											
AUG.																											
SEPT.	1	1			3	2					1	1	1														
OCT	1			1							1																
NOV.		1					1	1				1	1														
DEC	2			1	3																						
1914																											
JAN.										1	2																
FEB.					3					1																	
MAR.		1	1					1		1		1				1	3										
APR.				1						1	2					1											
MAY										1																	
JUNE					3				1	1	2	1															
JULY																											
AUG.	2	1		1	3						1					1											
SEPT.	1	1											1	1	1												
OCT.								1		1		1															
NOV.																											
DEC.	1									1	2		1														
JAN.																											
FEB.																											
MAR.																											
APR.																											
MAY																											
JUNE																											
JULY																											
AUG.																											
SEPT.																											
OCT.																											
NOV.																											
DEC.																											

FORM NO. 32. CLOTHING RECORD
Hebrew Orphan Asylum, New York City
(Size 6 x 8¼ inches)

[a] Number for identifying shoes sent back to Asylum for repairs.

Date Oct 20, 1914

CLOTHING REQUISITION

Child's Name Anna Long Girl 12
(Sex) (Age)

Caretaker's Full Name Mrs. Laura Miller

Stroudsburg (Express Office) Monroe (County) Pa. (State)

Ship via Adams (Name of Express Co.)

Stroudsburg (Post Office) Monroe (County) Pa. (State)

OUTFIT—BOY				OUTFIT—GIRL			
ARTICLES	QUANTITY	PRICE	TOTAL	ARTICLES	QUANTITY	PRICE	TOTAL
Overcoats				Wrap	1		5.50
Coats				Dresses			
Trousers				Shirt Waists	2	.75	1.50
Full Suit				Aprons			
Jumpers				Skirts			
Sweaters				Corset Waists			
Overalls				Drawers			
Suspenders				Undervests	2	.15	.30
Shirts				Night Gowns			
Undershirts				Stockings			
Underdrawers				Rubbers			
Nightshirts				Shoes	1		2.00
Stockings				Hats			
Shoes				Gloves			
Hats and Caps				Ribbons			
Neckties				Collars			
Collars				Handkerchiefs			
Gloves				Elastics			
Handkerchiefs				Tooth Brush			
Tooth Brush				Hair Brush			
Hair Brush				Comb			
Comb							
							9.30

Order Filled by L. M. Bowen Date 10/23/14

Caretaker Notified by M. S. Price Date 10/23/14

FORM NO. 33. CLOTHING REQUISITION
Children's Aid Society of Pennsylvania, Philadelphia
(Size 7 x 10 inches)

LIBRARY OF THE
100

Organizations which place boys and girls in homes at wages should require employers to pay the wages regularly. Usually necessary clothing is purchased either by the child or the foster parent, and often the child is also allowed to retain a specified sum for spending money. The balance should be sent to the institution or society to be placed in bank for the child.

Forms 34 and 35 are used by the Girls Parole Department of the Massachusetts Training Schools for monthly financial reports of girls or employers to the department. If the girl spends her own money, she renders to the society a detailed statement of her expenditures on Form 34. Her employer also makes a statement on page 1 of Form 35, showing the total wages due the girl and the amount paid to her in cash, and encloses with these statements a remittance for the balance, which the society deposits to the girl's credit. If the employer handles the girl's money, Form 34 is not used, but the employer fills in both pages of Form 35, itemizing the expenditures for the month on page 2.

Forms 36 and 37 are used by the Girls' Department of the Glen Mills Schools, Darling, Pa., for keeping account of the wages paid to and expended for placed-out girls. Form 36 is the girl's receipt for money expended on her account by her employer, and on the reverse side is an itemized statement of the expenditures. Each month the employer sends to the institution the girl's wages minus the amount expended for her as shown by this statement. The school then returns a receipt to the employer for the total wages, Form 37. This form shows the amount received in cash and otherwise. The sum opposite the line marked "Statement" corresponds to the amount shown by the girl's receipt, Form 36. The cash received by the school is deposited for the girl, to be paid over to her when she passes from its supervision.

Many organizations require foster parents to sign a receipt for the person of the child at the time of placement. The State Charities Aid Association of New York has adopted a combination agreement and receipt, Form 38, to be signed by the foster

(Text continues on page 106.)

GIRLS PAROLE DEPARTMENT

MASSACHUSETTS TRAINING SCHOOLS

GIRL'S MONTHLY REPORT

GIRL Alice Baker

EMPLOYER Mrs. James Craig

VISITOR Miss Freeman

BALANCE FROM PREVIOUS STATEMENT . . . . . $ 3.20

WAGES RECEIVED FROM Jan. 1, 1915 TO Jan. 25, 1915 12.

TOTAL . . . . . $ 15.20

DATE	EXPENDITURES	AMOUNT	
Jan. 3	Church		10
4	Postage		08
6	Repairing shoes		85
	Corset	1	
10	Church		10
12	Car fare		10
	Stockings		50
	Skirt	3	50
17	Church		10
	Car fare		05
	Stamps		10
24	Church		10
26	Shoes	4	

TOTAL AMOUNT EXPENDED	$	10.58
SENT TO OFFICE FOR BANK		3.
BALANCE ON HAND		1.62
TOTAL (To agree with total above)	$	15.20

SIGNATURE OF GIRL Alice Baker

APPROVED

Grace M. Freeman

VISITOR

FORM NO. 34. GIRL'S MONTHLY REPORT

(Size 6 x 9½ inches)

MAKE CHECKS PAYABLE TO
EDITH N. BURLEIGH, SUPT.

GIRLS PAROLE DEPARTMENT
MASSACHUSETTS TRAINING SCHOOLS
274 BOYLSTON ST., BOSTON, MASS.

EMPLOYER'S MONTHLY REPORT

EMPLOYER Mrs. James Craig
262 Norwood St.
Roslindale

GIRL Alice Baker

VISITOR Miss Freeman

REPORT FOR January 1915

STATEMENT

BALANCE FROM PREVIOUS STATEMENT	$
WAGES DUE: from January 1, 1915 to " 28, 1915	12.
* TOTAL AMOUNT DUE GIRL	$ 12.
CASH PAID GIRL FOR ALLOWANCE OR WHEN SHE HANDLES HER OWN MONEY	$ 9.
AMOUNT EXPENDED FOR GIRL, AS SHOWN OPPOSITE	
AMOUNT SENT TO OFFICE FOR DEPOSIT IN BANK	3
BALANCE ON HAND	
* TOTAL	$ 12.

* THESE TOTALS MUST AGREE.

MONEY EXPENDED FOR GIRL

DATE	DETAIL	AMOUNT
	TOTAL AMOUNT EXPENDED	

APPROVED Grace M. Freeman
VISITOR

FORM NO. 35. EMPLOYER'S MONTHLY REPORT
(Size 11 x 8½ inches)

SLEIGHTON FARM,
DARLING P. O.,
DEL. CO., PA.

Feb. 2 1915

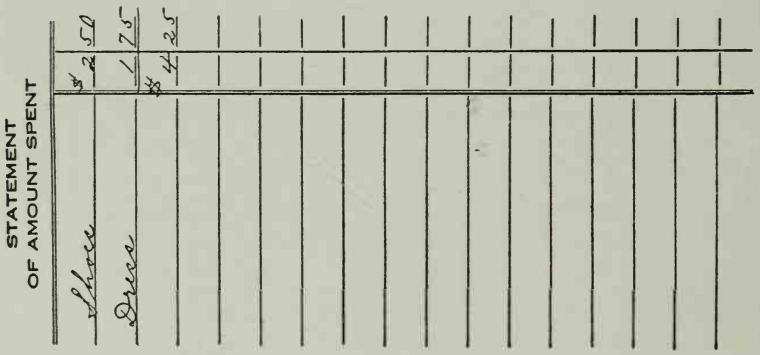
$ 4.25

RECEIVED from the Superintendent of the Girls' Department of the Glen Mills Schools the sum of Four and 25/100 Dollars being on account of the amount received for my services from Mrs Harry Jones of Philadelphia

Witness:
Elizabeth Jones

Mary Brown
(Write Statement on other side)

FORM NO. 36A. GIRL'S RECEIPT FOR MONEY EXPENDED FOR HER BY EMPLOYER (Face)
(Size 8¼ x 3½ inches)



FORM NO. 36B. (Reverse)

SLEIGHTON FARM
DARLING P. O.
DEL. CO., PA.

Feb. 2 1915

Received of Mrs. Harry Jones
Ten and 00/100 Dollars
for Mary Brown

$ 4.25 Statement — 4 weeks at 2.50
5.75 Cash or Cheque — 1/5-to 2/2 - 1915
$10.00 Total

The Glen Mills Schools
T.

FORM NO. 37. INSTITUTION'S RECEIPT TO EMPLOYER OF PLACED-OUT GIRL
(Size 8¼ x 3½ inches)

No. 278.

STATEMENT OF THE TERMS AND CONDITIONS UPON WHICH CHILDREN ARE PLACED IN FAMILIES BY THE STATE CHARITIES AID ASSOCIATION.

The State Charities Aid Association places a destitute child in a family for the purpose of providing a permanent home for it. If after a year or more has passed the child is entirely satisfactory to the family and the Association is fully satisfied as to the character of the home, legal adoption is permitted. Legal adoption gives to the foster-parents and the child all the relations, rights and privileges that exist between parents and their own children. Until a child is legally adopted, or reaches the age of eighteen years if there is no legal adoption, the terms and conditions between the State Charities Aid Association and the family are as follows:

The family is at liberty to return the child to the Association if the child is found to be unsatisfactory, or if for any reason the family decides that it ought not to keep the child. The Association places the child in a family for the purpose of providing it a home, and with the intention and full expectation of leaving the child in the home, but as unexpected and serious changes sometimes occur, it reserves the right to remove the child previous to legal adoption if at any time the circumstances of the home become such as in its judgment are injurious to the physical, mental or moral well-being of the child. Unless returned by the family or removed by the Association for the reasons above stated, the child is expected to remain until he reaches the age of eighteen years. The family receiving the child is required to treat the child at all times kindly and as a member of the family, to cause the child to attend church and Sunday-school with reasonable regularity, to attend a public or other school until she has reached the age of 16 years and for at least such length of time each year as may be required by the compulsory educational laws of the State of New York; to provide suitable and sufficient clothing for week days and for attendance at church and Sunday-school; and to provide suitable food and all other necessaries in health and in sickness. The Association is authorized to visit the child at any time by any authorized Agent. The family is required to notify promptly the Association of any change of residence. If so requested, the family is not to permit the child to correspond with any persons except with the permission of the Association or through its office. Under no circumstances may the family give the child into the custody of another person without a written order from the Association authorizing them so to do. The Association is in no case liable for food, clothing, medicines, medical treatment, or for any expense whatsoever incurred by the family on behalf of the child.

We, John and Alma Stone of the Town of Hartsdale County of Westchester State of N. Y. having read carefully the above statement of the terms and conditions upon which the State Charities Aid Association places children in families, do hereby receive the child Alfred Burns born on the 28th day of May in the year 1908 into my family from the said Association, in accordance with all the terms and conditions above stated, to which I agree.

John Stone
Husband's Name

Alma Stone
Wife's Name

Witness:

Henry L. Pollard

Mrs. Rose S. Weeks

Date June 4, 1914
(Please fill in)

FORM NO. 38. AGREEMENT WITH FOSTER PARENTS
State Charities Aid Association, New York City
(Size 8½ x 11 inches)

parents in the presence of two witnesses at the time of receiving a child. By this agreement the society reserves the right to remove a child from a foster home at any time during minority, unless the child has been legally adopted.

AGENT'S REPORTS OF PLACEMENTS AND VISITS

A visitor who places out and supervises children should be provided with sheets on which to report all transactions. These reports should be turned in at least once a week to the office of the institution or society, and the items should be entered upon the cards of the children and foster parents. The reports should then be filed in a special binder* or in folders.

The Kentucky Children's Home Society has very simple forms for this purpose which would doubtless be found adequate for institutions doing a limited amount of placing-out work and for many societies. Forms 39 and 40 correspond, with some slight modifications, to those used by that society.

Keeping track of placements and replacements is more complicated where money payments are involved; as, for example, when an agency collects funds from parents with which to pay the board of children, or when it receives public charges and collects money for their support from public officials. In such cases memoranda of all placements and transfers must be promptly furnished to the bookkeeper as well as to the person who keeps the records of children and foster parents.

In these cases, especially if the organization is large and its work is divided into several departments, it is often more convenient to use one or more separate slips for each child in reporting placements and removals. The information needed on these blanks will depend very largely upon the office organization of the society. Forms 41 and 42 are used by the Children's Aid Society of Pennsylvania. These reports, sent in by the visitors, pass from the bookkeeper to the various record clerks, and after all necessary entries have been made on the different office records, they are filed in the children's folders.

* Board covers with a device for holding papers in place. They come in various sizes and may be obtained from stationers or from firms which handle filing supplies.

WEEK ENDING Oct. 25, 1913

B. F. Lewis AGENT

Date	Name of Child	NEW CHILDREN RECEIVED Received from	Address
Oct 20	Alfred Craig	P. T. Martin, Poor Director	Calhoun, McLean Co.

Date	Name of Child	CHILDREN RETURNED Received from	Address
Oct. 22	Laura Miller	Mrs. Frank Bartlett	Hartford
" 25	Edwin Martin	Mr. and Mrs Louis Payton	Rockport

Date	Name of Child	NEW CHILDREN PLACED Placed with	Address
Oct. 21	Alfred Craig	Mr. and Mrs Frank Peirce	279 Dauphin St., Owensboro

Date	Name of Child	CHILDREN REPLACED Placed with	Address
Oct. 24	Laura Miller	Mr. and Mrs. Edw. Gray	Elizabethtown

FORM NO. 39. AGENT'S REPORT OF CHILDREN PLACED AND REPLACED
Form, slightly modified, of Kentucky Children's Home Society, Louisville
(Size 8½ x 11 inches)

WEEK ENDING Oct. 25, 1913

B F Lewis AGENT

Date	Name of Child	Name of Foster Parent	Address
Oct 21	George Wilson	Mr. and Mrs. L. Herner	Owensboro
" 22	Esther Long	Mrs. C. D. Dodds	Hartford
" 23	Mildred Kraus	Mrs Wm. B. Griffin	Central City
" 23	John Jackson	Mr. and Mrs. L A Smith	Central City
" 24	Henry Burke	Mr. and Mrs. Geo. Briggs	Elizabethtown
" 24	Clara Topper	Mrs. B. D. Crandall	Elizabethtown
" 25	William Lawrence	Mr. and Mrs L. B. Russell	Rockport
" 25	Laura Hicks	Mrs. Mary Coville	Rockport

FORM NO. 40. AGENT'S REPORT OF CHILDREN VISITED[a]
Form, slightly modified, of Kentucky Children's Home Society, Louisville
(Size 8½ x 11 inches)

[a] Details of visits should be reported on individual sheets. See Form No. 26.

CHILDREN'S AID SOCIETY OF PENNSYLVANIA

419–421 South Fifteenth Street, Philadelphia

CHILD PLACED. DATE 8 (Month) 14 (Day) 1913 (Year)

Child Margaret Cole (Name in full) Age 14 Color W. Religion Prot.

Caretaker
Husband John Campbell (Name in full) Religion Prot.
Wife Mary Campbell (Name in full) Religion Prot.

Post Office West Chester Rural Route No. 2

County Chester State Pa.

Nearest R. R. Station ..... Dis. and Dir. of home from Station .....

Name of Express Co. at Station Adams On what line of R. R. P.R.R.

School Teacher's Name Miss Florence Blake

Post Office West Chester County Chester State Pa.

Pastor's Name Rev. S. A. Sill Church M.E.

Post Office West Chester County Chester State Pa.

TERMS ON WHICH CHILD IS PLACED

SEE OTHER SIDE

FORM NO. 41A. AGENT'S REPORT OF PLACEMENT OF CHILD (Face)
(Size 5½ x 8½ inches)

Full name of child ..... Margaret Cole .....

TERMS ON WHICH CHILD IS PLACED

BOARDING. Rate per week for Board, $ 2.50 .....

Clothing to be purchased by ..... Society ..... Paid by ... Society .....

Medical care paid by ..... Society .....

Are checks payable to Husband or Wife? ..... Wife .....

~~FREE.~~ State length of time on trial and terms with reference to school, church, clothes, medical care, future wages, etc. ..... Special food and care to be ..... given child - convalescing from long illness. .....

.....

.....

.....

WAGES. State amount of wages and terms with reference to school, church, clothes, medical care, future wages, etc. .....

.....

.....

.....

.....

Remarks: .....

.....

.....

.....

(Signed) F. B. Brown .....
Agent C. A. S.

(Signed) Mary Campbell ...
Caretaker.

FORM NO. 41B. (Reverse)

PLACING-OUT AND SUPERVISION

CHILDREN'S AID SOCIETY OF PENNSYLVANIA

421 South Fifteenth Street, Philadelphia

CHILD REMOVED. DATE 1 - 15 - 1914

Month Day Year

Child Margaret Cole Age 14 Color W. Religion Prot.

Name in full

Caretaker { Husband John Campbell Religion Prot.
Wife Mary Campbell Religion Prot.

ANY BALANCE DUE ON ACCOUNT IS PAYABLE TO

Mrs. Mary Campbell

Name in full

Post Office West Chester R. F. D. No. 2

County Chester State Pa.

Was Child Boarding or Free? B. If Boarding, state rate per week $2.50

Clothing bills to be paid by Society

Medical bills to be paid by Society

CAUSE OF REMOVAL. What complaint, if any, about child, etc.

To be placed in a free home

Does Caretaker wish another child from C. A. S.? If so, state terms and preferences

Child under 3 yrs. to board. $2.50 wk.

Should another child be tried in this home? Yes

(Signed) F. B. Brown

Agent of C. A. S.

FORM 42. AGENT'S REPORT OF REMOVAL OF CHILD
(Size 5½ x 8½ inches)

CHAPTER V

SOME RULES TO BE OBSERVED IN RECORD MAKING

THE way in which the details of visits, interviews, or examinations are written up, and the care with which records are kept up to date, have everything to do with their permanent value. A visitor may make thorough investigations and children may be carefully supervised, but if the facts learned are not recorded definitely and accurately much of their worth is lost.

To gain skill in recording observations and interviews requires study and practice, but there are a few simple, fundamental rules which anyone can understand and use, and which, if followed, would do much to eliminate some of the worst practices in record making.

In discussing these rules, Figure 1, page 113, an actual record of a juvenile court case, will be used to illustrate certain points.

RULE 1.—The observations of an investigator and the statements of persons interviewed should be recorded as soon as possible after the visit or interview.

This should be done to insure accuracy and to guard against forgetting important points. It is not safe to depend upon remembering circumstances and conversations correctly after a lapse of time.

RULE 2.—Care should be taken to have the proper names in records correctly spelled.

The reasons for this are apparent. Many instances could be cited where carelessness in this matter has caused unnecessary hardship or inconvenience.

On the record blank used by the Children's Bureau of the Department of Public Charities, New York City, a caution

INVESTIGATION

J Case No.

Docket No.

Of Barney Langston alias

Residing at 1504 Market with Parents

Arrested 191

Arraigned 191

Adjourned to 191

Paroled until hearing to

Sex	Age	Date of Month and Year of birth	In U. S. how long	Nationality		Speaks English	
				Father	Mother	Father	Mother
M	8		8	W	W	Yes	Yes

FAMILY

Father's name Barney Langston

Father's occupation Handlekrinder

Mother's name

Mother's occupation

Brothers and sisters

Housing conditions Bad

Financial condition (income, etc.) Bad

Parental Relationship

Mentality

Physical Condition Good

NEIGHBORHOOD INFLUENCES

Associates Bad

SCHOOL Grade

Attendance

Conduct

EMPLOYED BY

Position

If unemployed, why

CHURCH, SUNDAY SCHOOL, CLUBS, ETC.

Yes

OFFENSE Plea

Co-Defendants G. L. Hardin

Complainant

PREVIOUS COURT RECORD

CHARITY RECORD

HABITS

Uses tobacco Disobeys parents No

Spends evenings how At home

Other habits

SOURCES OF INFORMATION

G. L. Hardin

DISPOSITION OF CASE

(Additional remarks may be put on other side)

Investigated by

Probation Officer E. D. Battle

Reported Jan. 20, 1912

FIGURE I. ILLUSTRATION SHOWING SOME COMMON FAULTS IN RECORD MAKING

to this effect is printed directly under the line on which the child's name is entered, thus:

Surname_____
Use care in spelling

RULE 3.—All records should be carefully dated, and if a record is continuous, each new entry should be dated.

Although the importance of dating records seems obvious, carelessness in this respect is so common that the point can hardly be over-emphasized. Many records are found in which dates are omitted altogether; in other cases the day and month may be given and the year omitted, or the month and year may be entered and the day of the month omitted. When exact dates are known, they should be given in full. If the day of the month can not be learned, the date may be written thus: Jan. , 1913.

In many records all of the information applies to a single date, which should appear in a prominent place. Form 26 (page 91) is an example. In a running comment, the left-hand margin of the page is usually reserved for dates, as is shown on the "Story Sheet" of Form 8 (page 37). In family history schedules, which provide for continuous records on certain points, care must be used in dating entries. An examination of Form 8 will show how subsequent items are treated. On the front page of this form, at the top, is a space for the "Date of 1st Investigation," which applies to all entries not otherwise dated. Where points are subject to change, such as "Addresses," "Employers," "Institution Record," a special space for the date is provided, and each entry should show the date for which the information holds. By this method, information previous and subsequent to the first investigation may be included. Under "Social State of Parents," special spaces are provided for dates of death and marriage, which ordinarily would not correspond to the date of the first investigation.

RULE 4.—In recording an interview, always give the date, the full name and address of the person interviewed, his relationship or connection with the child or family, important details of the interview, and the name of the visitor.

To illustrate how careful observance of these points contributes to the value of a record, contrast the following reports of the same interview:

Record No. 1—Wrong way

Jan. 15—Saw Mr. Brown who said that Mrs. Smith is a good worker but has a bad reputation.

Record No. 2—Right way

Jan. 15, 1912—Interview with Mr. J. S. Brown, Manager of the Star Laundry, 47 West 10th Street, former employer of Mrs. Smith.

Mr. Brown stated that Mrs. Smith is an excellent laundress, earns $35 a month, but that she is a heavy drinker and has had delirium tremens. They were obliged to let her go on this account. Said that he had heard she is living with a man to whom she is not married.

(E. C. Boyd, Visitor)

Why is Record No. 1 so much less convincing than Record No. 2?

First, Record No. 1 does not tell in what year the interview took place.

Second, it does not show what particular Mr. Brown is referred to, or where he lives.

Third, it does not tell how Mr. Brown and Mrs. Smith have been associated.

Fourth, it does not state what kind of work Mrs. Smith does or in what respect her reputation is bad.

Finally, it does not tell who had the interview with Mr. Brown.

The importance of giving full dates in records has already been emphasized.

If the full name and address of the person interviewed are not given difficulties often arise. It may, for example, be necessary to consult him again, either to have the statement corroborated, or to secure additional information. If his initials and address are not known, it may be difficult and perhaps impossible to locate him.

Again, in order to be able to judge the value of a statement, something must be known of the standing of the person who makes it. One of the first things which a thoughtful worker asks in reading a record is, Who furnished the information? Is he reliable? Is he likely to be prejudiced? Has he had full opportunity to know whereof he speaks? Is he qualified to give information on those particular points?

The fact that Mr. Brown was a former employer gives more weight to his testimony about the ability of Mrs. Smith as a worker than if he had been the grocer with whom she traded. In his relationship of employer he might also be better qualified to speak of her habits than if he were a pastor who saw her only occasionally, and then, perhaps, at her best. It is essential, therefore, that the record of every interview should state the relationship or connection of the person interviewed—whether he was a physician, relative, neighbor, employer, and so on.

In the first record the details of the interview with Mr. Brown are not given. What we really have is a summary of the visitor's impressions based upon what Mr. Brown told her. While we may agree, after reading the second record, that the visitor was justified in believing that Mrs. Smith had a bad reputation, yet one has no right to take liberties in reporting interviews. What the person actually said should be stated, never deductions based upon what was said.

All interviews should bear the name of the visitor for the same reason that they should show who furnished the information. Employes often change, and an agency has no means of knowing who handled a case if the visitor's name is omitted.

In some organizations where stenographers write records from the visitors' dictation, visitors are required to read their records before they are filed and to initial the entries in ink. This is done in order that any inaccuracies in transcribing may be detected and corrected.

RULE 5.—The use of terms which express judgments, such as "good," "bad," "doing well," etc., and of indefinite terms such as "incorrigible," "immoral," "laborer," etc., should be avoided.

If definite details are not given, a person reading a record can not get a clear picture of conditions, and has no way of knowing whether a judgment is well founded, or of forming an independent opinion.

Take Barney's record, page 113. What were the conditions in the boy's home which led the probation officer to characterize the housing conditions as "bad"? Was the home filthy and disorderly, or was the house clean but the plumbing so out of repair that the health of the family was in danger? Either condition is "bad," but in one case the fault would rest with the family, in the other with the landlord, and the procedure necessary to remedy it would be quite different in the two cases. Instead of saying that the housing conditions are "bad," the record should state in what respects they are bad.

In the same way, what is meant by financial condition "bad"? Was the father earning a living wage and spending it for drink, or did he earn less than was necessary to support his family, either because he was inefficient or untrained, or because work was slack? The treatment necessary in the first case would differ radically from that needed for an inefficient man or for an efficient man who could not obtain employment. Instead of saying financial condition "bad," a full statement of the actual income of the different members of the family should be given, together with a statement as to whether the employment is regular or not, and if not, whether the irregularity is due to slackness of work or to some other cause, such as sickness, bad habits, and so forth.

It is very important that the opinion of the person who makes an investigation be given. The judgment of a keen investigator is valuable and should not be ignored, but such opinions should always be labeled "impressions of the visitor," and should not go into a record as statements of fact.

Special attention should be called to the proper method of recording occupations. Both the exact kind of work done and the industry should be stated.

In Barney's record, what is meant by father's occupation, "handle grinder"? Does the man have a business of his own, or

does he work as employe in a tool factory, a gun shop, or other establishment?

The following suggestions in regard to reporting occupations are quoted from Instructions to Enumerators published by the United States Census Bureau:*

Avoid general or indefinite terms.—Give the occupation and industry precisely. For example, return a worker in a coal mine as a miner —coal mine, laborer—coal mine, driver—coal mine, etc., as the case may be.

The term "laborer" should be avoided. . . . Employees in factories or mills, for example, usually have some definite designation, as weaver, roller, puddler, etc. Where the term "laborer" is used, be careful to define accurately the industry. . . .

The following examples . . . will illustrate the method of returning some of the common occupations and industries. . . .

(*Occupation*)	(*Industry*)
farm laborer	working out
farm laborer	home farm
laborer	odd jobs
laborer	street work
laborer	railroad
engineer	locomotive
engineer	lumber mill
fireman	lumber mill
fireman	fire department
carpenter	house
carpenter	car factory
carpenter	ship yard
cook	hotel
servant	private family
foreman	cotton mill
weaver	cotton mill
doffer	cotton mill
etc.	etc.

RULE 6.—If information has not been secured on any point, state why the facts are not given.

* Instructions to Enumerators, pp. 35–36. United States Bureau of the Census, 1910. The list here given is incomplete and the order slightly changed.

When a point is left without comment, a person reading the record has no way of knowing why it was not answered,—whether unsuccessful efforts were made to get the facts or whether no effort at all was made.

To illustrate, the juvenile court record on page 113 shows that Barney was eight years old, but there is no mention of school in his record. This leaves the reader wondering whether he never went to school, whether the probation officer did not inquire about him at the school, or whether information was secured but not recorded. If he never attended school, this is a very important point for the judge to know. If he was enrolled, his school record should be given.

RULE 7.—Under points relating to relatives, references, membership in organizations, and so on, the full name and address of the person or organization should be given.

This is important in order that these persons or organizations may be utilized as sources of information.

In Barney's record, under the section "Church, Sunday School, Clubs, etc.," we find simply the answer "Yes." This tells nothing. It is neither descriptive of his activities nor does it tell with what organizations he is connected in case anyone should wish to consult them.

RULE 8.—Points requiring special or expert knowledge to determine should be answered in a way that will leave no doubt as to the source of the information.

This is necessary in order that the value of the information may be appraised.

On the record in question, for example, we find "Physical condition good." How was this ascertained? By medical examination, from the statement of a relative, or by the observation of the probation officer?

If the child was examined by a physician, his report should accompany the record and the reply on the blank should be "See physician's report attached." If he was not examined and the statement of the mother was taken, the reply should be "Said to be good by mother." If the visitor gives his own judgment, the reply should read, "Appears to be good."

RULE 9.—A detailed account of investigations should be written up in addition to answering the questions covered by the record form.

The practice of the best child-caring agencies is to divide records of investigations into two parts, a "face card" and a "story sheet."

The first provides for an outline of essential facts about a family, which it is desirable to have in convenient form for purposes of reference. For the most part, there is a tendency to limit the points on the face card to items which are not variable and which permit of definite answers. Points which are not always constant and which involve the expression of personal opinion, such as habits, reputation, home conditions, and so on, are entered on the story sheet.

It is not thought advisable to include on the face card expressions of opinion or descriptions of conditions which may change from day to day, because it has been found that there is a tendency on the part of persons reviewing records to act upon the abbreviated information contained on the card, instead of reading the entire record to learn the full facts. Besides, it is not possible within the limits of a single card to record conditions that require detailed description.

The story sheet is really the most important part of the record. It should give essential details of visits and interviews, impressions and suggestions of the visitor, and other important matters noted both at the time of the initial investigation and subsequently.

Too many workers feel that they have discharged their full duty, so far as records are concerned, if they "fill out" a blank. For this reason some agencies have gone so far as to abandon the face card entirely and to write up each history according to a regular outline. The face card, however, is a great convenience; in fact, it is almost indispensable for reference purposes; and if its limitations are kept in mind, it is a help rather than a hindrance.

RULE 10.—Records of all children in care should be

reviewed periodically and a summary of important developments in each case should be made.

For the sake of clearness, as a matter of economy of time in referring to cases, and especially for the stimulus which always comes from a review of work, it is desirable that there should be some systematic effort to summarize the progress of every child and family at definite intervals, and to enter this summary as a part of the permanent record.

Sometimes when a child has been under the care of an organization for several years, his record becomes voluminous, especially if careful follow-up work has been done. The entries are necessarily made in chronological order, which means that items which are closely related to each other in subject matter are often widely separated in the record. Frequently circumstances arise which make it necessary to review a record quickly, and if the record is long it may be difficult for a visitor who is not familiar with the case to get a clear idea of what really has happened and what is the exact status of affairs.

It has been suggested by one worker that at the conclusion of the first investigation the visitor should state his opinion of the situation and make recommendations; and that at least once a year afterwards, while the child remains under the care of the society, a summary of the year's developments should be made,—this summary to state

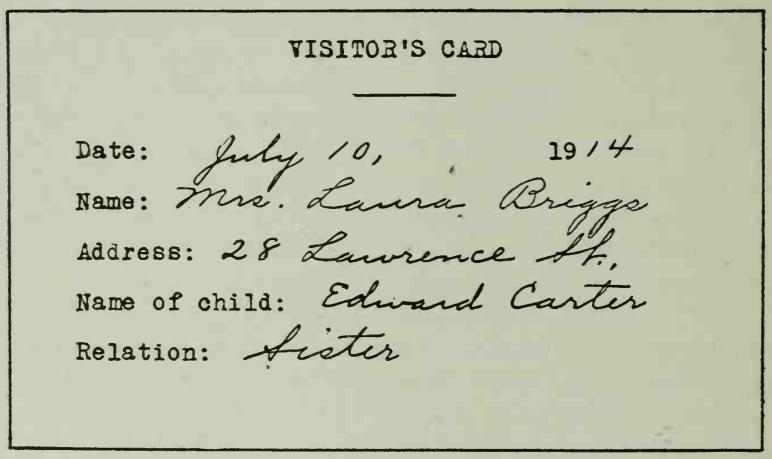
1. Whether the prognosis was correct.
2. Whether the treatment recommended was working.
3. Whether the home conditions still hold.
4. Recommendations for the coming year.

The writer knows of no children's agencies which make written summaries of their work, although some review their cases periodically. The Boston Children's Mission, for example, says in a recent report:

> An important aid to efficiency is a quarterly conference in relation to every child in charge. This is held by the General Secretary, the two members of the Department of Advice and Assistance, one or the other of whom is familiar with the original conditions surrounding each child, the head of the Placing-out Department, and the special visitor to the

child considered. Each child is taken up at this conference as if it were a new problem, and the future policy is determined. The advantages of such conferences are obvious.*

It would be a great help if, when cases are reviewed, stenographic reports could be taken of all important developments and incorporated in the children's records. Summaries of this kind should be entered in such a way that they may be readily distinguishable from other parts of the record. This can


VISITOR'S CARD

Date: July 10, 1914
Name: Mrs. Laura Briggs
Address: 28 Lawrence St.,
Name of child: Edward Carter
Relation: Sister

FORM NO. 43. VISITOR'S CARD
Home for the Friendless, Pittsburgh
(Size 3 x 5 inches)

best be accomplished by using red ink for the summaries. If records are typewritten, reversible red and black typewriter ribbons may be had which make it possible to change instantly from one color to the other.

RULE 11.—Records should be kept up to date.

Many institutions are lax in recording changes of addresses of parents and relatives and other subsequent events of importance. The Home for the Friendless in Pittsburgh, Pennsylvania, has adopted a simple device for securing records of new

* Boston Children's Mission. Annual Report, 1913, p. 14.

addresses and discovering what attention is paid to the children by their relatives. Every person who visits a child is asked to fill out a card giving his name, address, and relationship to the child. The information on these cards (Form 43) is later transferred to the family history records. Agents should also be instructed to report changes of addresses which come to their attention when they are visiting or inquiring about children.

Very serious difficulties may arise from the failure of child-caring organizations to record details of the adoption or the death of children in their care.

Date of Adoption ---------- 19----

Child died ----------

Age at death ---------- yrs. ---------- mo. ---------- days

Cause of death ----------

Place of death ----------

Duration of sickness ----------

Attending physician ----------

Address ----------

Name of Undertaker ----------

Address ----------

Place of Burial ----------

FORM NO. 44. SECTION OF PLACEMENT STATEMENT
relating to adoption, death, and burial
Michigan Children's Home Society, St. Joseph

The points on Form 44, a section of the Placement Statement of the Michigan Children's Home Society, including the

date of adoption, copy of adoption order, and full particulars in regard to death, the names of the attending physician and undertaker, and the place of burial, are excellent. To avoid multiplying blanks, these points could be incorporated in Form 9 (page 43).

The superintendent of the Iowa Children's Home Society emphasizes the importance of exact information in regard to records of death. He states that the burial certificate has served him twice in important cases: once when a judge doubted the death of a child in a foster home and once when a mother needed positive proof of the death of her child in order to collect insurance.

CHAPTER VI

THE USE OF RECORDS IN PREVENTIVE WORK

TO care for dependent, delinquent, or defective children is only one part of the obligation of child-helping agencies; to prevent dependency, delinquency, and defectiveness is the other. To discharge this latter obligation practical research is necessary.

No belief could be more shortsighted than that expressed by those workers who say, "We do not see that research is going to help us in caring for children; we know what is needed if we just had the money to provide it."

The mistake these workers make is not in emphasizing the importance of care for children in need—this is always a matter for first consideration—but in failing to recognize that every dependent, delinquent, and defective child has a lesson to teach in the causes of human misfortune,* and that the child-caring workers who do not learn these lessons and use them to save other children from needing their help are doing only half their duty.

What would we not say of the stupidity of a person who rescued a child from an open cistern and then left the cistern uncovered for some other child to fall into? Yet this is just what child-caring agencies are doing who go on year after year caring for an endless procession of children from weak or broken homes without going back of the acute problems and studying the conditions which are producing them. Except in a few instances, there have been no systematic attempts on the part of child-caring agencies themselves to make known the conditions which make their work necessary and to take an active part in eliminating those which are preventable.

* Devine, Edward T.: Misery and Its Causes. New York, Macmillan, 1909.

It is not here suggested that every child-caring agency should attempt to carry on formal or elaborate social research, or conduct campaigns for prevention, any more than trained nurses should undertake medical research and try to regulate public health work. They should, however, make their observations and experiences available in definite record form, so that the data may be used to advance preventive measures. Let us see how the records of children's institutions and societies could be utilized in striking at the sources of dependency and delinquency.

Child-caring agencies complain that they are constantly obliged to care for children of deserting fathers, but what are they doing to prevent desertion? Most of them follow the line of least resistance, care for the children and let the fathers go. This may temporarily relieve the children but it does not stop desertion. What about the moral effect upon the fathers, and upon other fathers and unmarried men who see how easy it is to disappear and let some one else shoulder their responsibilities?

Child-caring organizations could do much to secure more effective means of dealing with desertion if they accumulated facts and pulled together to improve existing laws and machinery.

An example of what may be done by concerted effort of children's agencies to cope with this evil is seen in the work of a group of Boston organizations. They had found it difficult, because of numerous defects in the law, to deal effectively with deserting and nonsupporting husbands and fathers and so they set out in a systematic fashion to secure a better law. A committee was formed composed of representatives of each of the agencies, and for a stated period a record of every case of desertion and nonsupport coming to the attention of any of the co-operating organizations was immediately placed in the hands of the special committee, which studied the records for the purpose of determining what changes were needed in order to make the existing law effective. Armed with definite facts, the committee secured the co-operation of the district attorney and the Commission on Uniform Legislation, and, working together, they drafted the Uniform Desertion Act, which was passed by the

legislature. This law gives the courts "a means of dealing effectively with such offenders, and includes the important feature of a daily payment of fifty cents to the families of men committed at hard labor for these offences."*

In almost every community there are organizations working for social betterment which need for their success just such information as child-caring agencies should be able to furnish.

For example, not long ago a representative of a court committee was trying to secure facts in regard to the extent of desertion in order to promote national legislation and improve the methods of dealing with deserters. It was discouraging to him to learn that it would be impossible for him to get information on this subject from any considerable number of child-caring organizations.

Take another burning question—that of the mental defective. Of what use is it for a children's home to spend money and years of time caring for children who are mentally and morally too weak to ever become responsible if they remove all restraint and control when the children reach the critical period of adolescence, and send them out to become "criminals" and to reproduce their kind? Agencies will tell you that the institutions for defectives are full and that there is nothing else for them to do, but are they making the necessary effort to collect their facts and to join forces with other agencies to secure the needed protection for these children and for the community?

Here is the situation in one state:

The question was asked of the superintendent of every children's institution: "Have you any feeble-minded children in your institution?" Almost invariably the reply was, "Yes." In the reformatories for juvenile delinquents, the superintendents complained that large numbers of feeble-minded made it impossible for them to do justice to the normal boys and girls. In the children's homes the number of defectives, while less, was still appreciable. The complaint of every superintendent was that the state school for the feeble-minded was overcrowded and could offer no relief. Yet no individual or concerted effort had

* Boston Provident Association. Annual Reports, 1909, p. 8; 1911, pp. 6, 10.

been made by these child-caring agencies to find out how many of the children in each institution actually were feeble-minded, to assemble their facts, and to unite in a campaign for better provisions for the feeble-minded, as the only effective means of prevention and of solving their own difficulties.

Over against this, we have an instance where child-caring agencies, instead of accepting a similar situation as inevitable, did some real constructive work. A committee on the protection of the feeble-minded of the Massachusetts Society for the Prevention of Cruelty to Children, composed of representatives of a number of philanthropic organizations, published a pamphlet entitled The Menace of the Feeble-minded in Massachusetts.* The facts which it contained were gathered by this committee from the social and financial records of a number of social agencies in the state. The object was to show the present provision for the feeble-minded in Massachusetts as contrasted with present needs, in order to help secure appropriations for enlarging the capacity of institutions for defectives. The pamphlet was an important factor in the campaign for appropriations, and as a result of the campaign, the greater part of the funds asked for was allowed by the legislature.

Take another instance: A social worker interviewed an overseer of the poor in a coal district. The overseer stated that the demands for outdoor relief were heavy, owing to the large number of families that were deprived of their wage-earners by industrial accidents in the mines, but he was making no use of this information. An enlightened overseer need not have permitted such conditions to go unchallenged. He might have collected his facts and used them in an effort to check preventable accidents and to shift the responsibility for nonpreventable ones from the public treasury to the industry.

Another instance where facts needed have not been available is in the recent movement for establishing pensions for mothers.

The possibilities for helpfulness which are disclosed by

* The Menace of the Feeble-minded in Massachusetts. Massachusetts Society for the Prevention of Cruelty to Children. Boston, May, 1913.

systematic study of the facts in case records are almost unlimited. These are simply a few suggestions as to ways in which child-caring organizations could and should contribute to larger preventive movements.

The social spirit in many communities, manifesting itself in social surveys, child welfare exhibits, infant mortality campaigns, and so forth, seems to be in excess of the facts needed to guide it intelligently and wisely. How can child-caring agencies help to foster and direct these movements?

First: They can know what other social organizations, local and state, are in the community, and what they are trying to do.

It is amazing to find how provincial many child-caring agencies are, and how little they sometimes know of work that is being done at their very doors which would be useful in helping them to meet their own difficulties. Housing associations, child labor committees, immigration societies, vocational schools, clubs, recreation associations, and so forth, all touch at some points the work of child-caring agencies.*

Second: They can keep their records in such a way that the material contained in them may be utilized by themselves or by other agencies for advancing preventive work.

Any organization which secures adequate records of the family and personal histories of children at the time of admission, and continues these records while children remain under their care or supervision, has in them a basis for research.

Third: By systematic co-operation they can furnish to organizations or committees which are in position to use them effectively, the facts on various social problems which their records contain.

Almost any organization, for example, could undertake for a limited period to report cases bearing upon particular questions, as was done by the Boston agencies when they were working for the uniform desertion act.

* Byington, Margaret F.: What Social Workers Should Know About Their Own Communities. New York, Charity Organization Department of the Russell Sage Foundation, 1911.

A simple and satisfactory way of indexing, for present and future use, cases which bear on different subjects is to have cards for each subject and to list on them the folder numbers or the names of the children in whose histories illustrative material is found. Health is often a large factor in child dependency, and many diseases, such as typhoid, tuberculosis, and smallpox, may be directly due to bad housing, an impure water supply, or other community conditions which should be remedied. If a child is received because a parent has died of tuberculosis, make an index card headed "Tuberculosis" and on the card write the name or record number of the child. Make similar cards for "desertion," "feeble-minded," "illegitimacy," and so forth, thus:

Tuberculosis	
187	482
294	498
298	560
354	

Whenever material bearing upon any subject is wanted, the index card shows at once where it may be found.*

There is now a decided tendency in some states to recognize that the state board of charities or some other public agency of the state should assume the responsibility of gathering from child-caring agencies information needed for preventive work in the social field, and translating it into practical programs.

The Bureau of Analysis and Investigation, established July 12, 1911, by the New York State Board of Charities,† is one instance of this tendency; the recently established Child

*A method of recording the disabilities found in each family is described in detail in Sears, Amelia: The Charity Visitor, pp. 48–59. Chicago School of Civics and Philanthropy, 1913.

† New York State Board of Charities. Annual Report, 1913, p. 147.

Welfare Department of the Ohio Board of State Charities is another.

Some child-caring agencies are recognizing the desirability of having research departments of their own for the purpose of studying their work and determining how far it has succeeded, to what failures may be due, and what changes of policy are needed to correct them. The Children's Aid Society of Boston has created such a department during the past year (1913). The Girls Parole Department of the Massachusetts Training Schools has carried on research for several years in connection with its work. Clinics in connection with several juvenile courts have made useful contributions to our knowledge of delinquency. Reformatories are also beginning to establish research bureaus.

CHAPTER VII

METHODS AND DEVICES FOR MAKING RECORDS AVAILABLE

THE value of even the best records is seriously impaired if they are not readily available. This means that they must be accurately indexed, systematically arranged, and carefully filed.

INDEXING RECORDS

There are three kinds of indexes:

1. The book index.
2. The ordinary card index, in which cards are filed alphabetically in drawers.
3. The visible card index, in which the cards are alphabetically arranged in metal frames so that all the names are visible.

The book index has serious limitations and is not to be recommended. As entries multiply, it is practically impossible to preserve a strict alphabetical order beyond the first letter, so that it is often necessary in looking up a name to search through many pages, sometimes in more than one book. Besides, in running down a long column, it is easy to miss a name and searches frequently have to be repeated at a great waste of time and effort.

With a card index, on the other hand, an unlimited number of new names may be inserted in exact alphabetical sequence without disarranging the cards in the file.

In preparing a card index, the name of each child is entered on a separate card, beginning in the upper left-hand corner and writing the last name first. The cards are arranged in strict alphabetical order in a drawer or on a metal frame, according to the system of filing used. They should then be separated

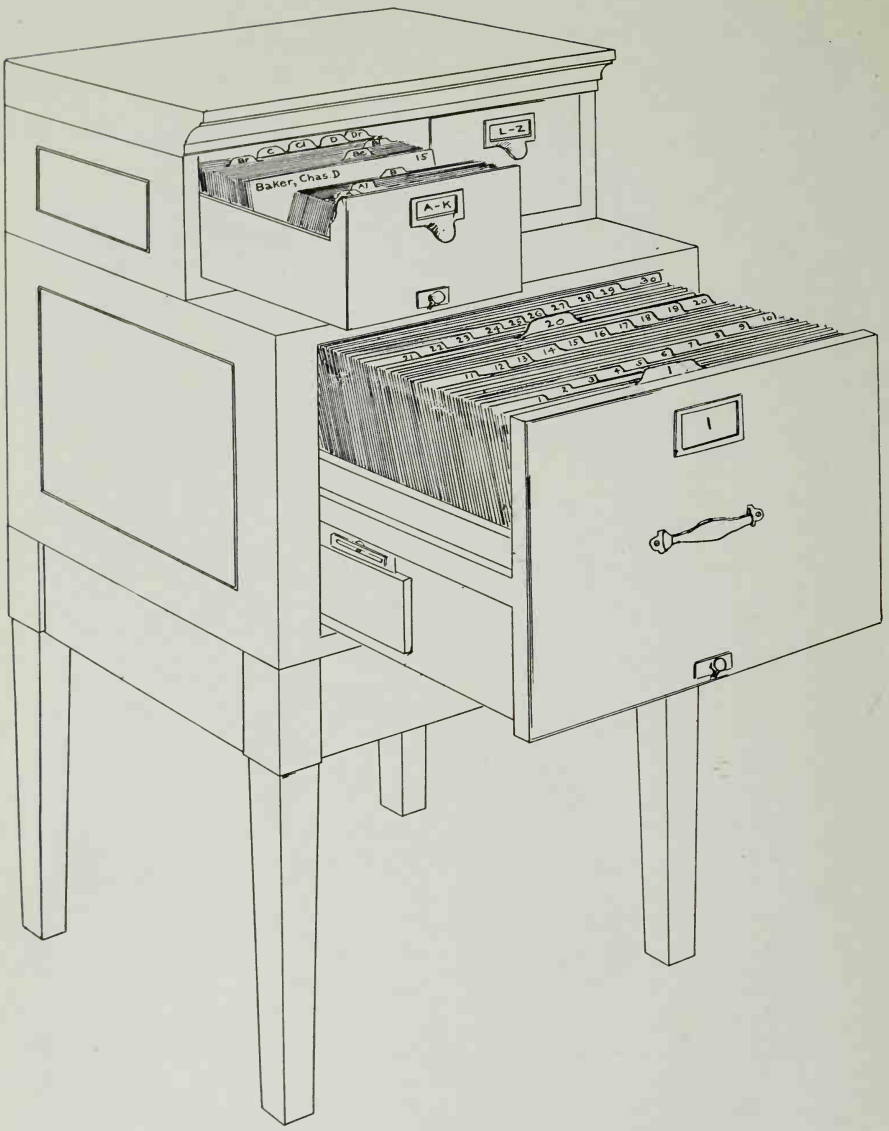


FIGURE II. COMBINATION FILING CABINET

Courtesy of Library Bureau, New York City[a]

[a] This figure shows a three unit filing case consisting of two 4 x 6 index drawers, one correspondence drawer and a base. A low base and a second correspondence drawer could be substituted for the base shown in the figure. Many other combinations of units are possible and additional units may be added as records increase.

into small groups by means of alphabetical division guides. If the index is not large, a set of 26 guides, one for each letter of the alphabet, may be sufficient, but it is usually better to have several subdivisions under each letter because cards may be referred to more quickly if they are adequately subdivided. For example, suppose we want to look up "Charles Allen." If the "A" section has subdivision guides, as "Al," "Ar," we can turn at once to the "Al" group in which this card should be found. In this way the number of cards which it is necessary to handle in referring to a given record is reduced very materially.

The drawer equipment consists of a drawer or box to hold the cards, a set of alphabetical division guides, and standard cards 3 x 5 or 4 x 6 inches. A one-drawer oak case, holding 1,100 3 x 5-inch cards with guides, may be had for $4.00; a two-drawer case for $5.00; a set of 60 division guides, 3 x 5 inches, costs 50 cents; and 3 x 5-inch cards cost from $1.50 to $2.00 per thousand. The equipment for 4 x 6-inch cards costs slightly more.

Figure II, opposite, shows an index drawer with cards alphabetically arranged.

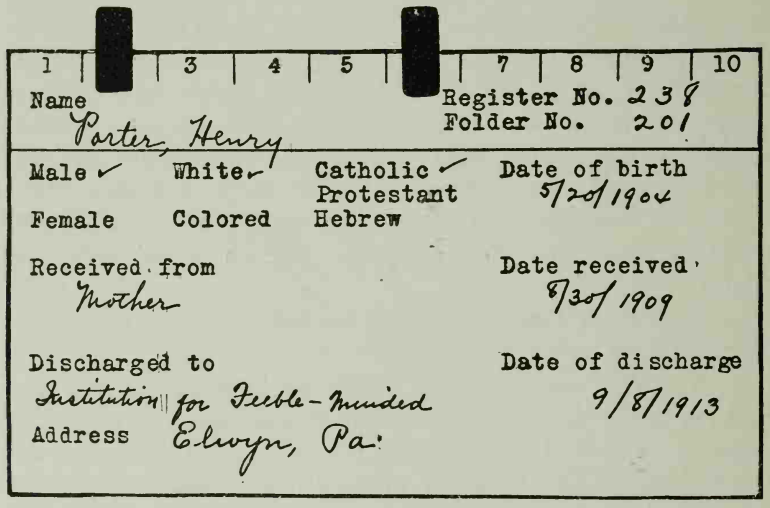
There are two systems of visible indexing, the Rand system and the Index Visible, the latter sometimes known as the Fisher system. In both of these systems the visibility of the book index is combined with the exact alphabetical arrangement of the drawer index. Figures III and IV, opposite pages 136 and 140, illustrate these two methods of indexing. In both systems, special cards with devices for holding them in place are required.

Visible indexes are more expensive than drawer indexes, but they make for greater ease, rapidity, and efficiency in referring to records and in supervising children. No child-caring agency was found which uses visible indexes exclusively. As a rule, drawers are used for the general index, and one of the visible systems is sometimes used in addition, for displaying current cases which require continued and special attention. The use of the visible index for this purpose is described on page 152.

In addition to the name, index cards usually include:

First, sufficient information to identify the case and to distinguish between two children who may have the same name. The child's birthday, his sex, color, religion, the source from which he was received, and the dates of admission and discharge are usually adequate for this.

Second, references showing where other records of the child may be found—the number of his record in the register, the number of his family history record, and so on. Where more


1 | 3 | 4 | 5 | 7 | 8 | 9 | 10

Name Porter, Henry

Register No. 238
Folder No. 201

Male ✓ White ✓ Catholic ✓ Date of birth 5/20/1904
Female Colored Protestant Hebrew

Received from Mother

Date received 9/30/1909

Discharged to Institution for Feeble-Minded

Date of discharge 9/8/1913

Address Elwyn, Pa.

FORM NO. 45. GENERAL INDEX CARD FOR INSTITUTIONS
Suggested by the Russell Sage Foundation, Department of Child-Helping
(Size 3 x 5 or 4 x 6 inches)

than one number referring to other records appears on the index card, care should be taken to make the special record to which each refers easily distinguishable. The register number, for example, could be entered in red, and the folder number in black, or an "R" could be prefixed to the register number.

In some cases it may be desirable, as a matter of convenience, to enter a few other facts, but if so, they should be well selected and the mistake should not be made of trying to turn the general index card into an abbreviated family history.

Form 45 shows a set of facts which it is believed may properly be included on the index card of a child in an institution.

Organizations which place children out do not always record placements on the index card because children are often changed from one home to another, and the ordinary index card would not hold all of the entries if changes were frequent. The Kentucky Children's Home Society, a child-placing agency,

Name Clark, albert J. No. 428

Date of Birth Apl. 27, 1907 Nationality Amer. Colored Male ✓ White ✓ Female

Protestant ✓ Catholic Hebrew — Foundling Abandoned ✓ Surrendered — Orphaned Destitute Committed by Court

Received from: Aunt, Mary M. Fuller date: Sept. 2, 1911

Placed with: Mrs. M. L. Gregg. No. 279 date: Sept. 3, 1911

Address: 23 Logan St., Mt. Vernon, N. Y.

Transferred to: Mrs. L. C. Cooper No. 538 date: Dec. 20, 1912

Address: 84 Grant St., Yonkers, N. Y.

Passed from Care Date: 9/19/1913 — Adopted ✓ Became of Age — Married — Died — Sent to: Address

FORM NO. 46. GENERAL INDEX CARD FOR CHILD-PLACING SOCIETY
State Charities Aid Association, New York City
(Size 4 x 6 inches)

puts no information on the child's index card except his name and the numbers referring to his other records. In the register used by this society, however (see Form 2, page 8), there is a brief digest of his record and a memorandum of all placements and replacements, and this record may be found readily merely by looking up the page number in the card index. The New York State Charities Aid Association, on the other hand, which is also a placing-out agency, uses a 4 x 6-inch index card

and enters on it a record of placements and replacements. Form 46 is the index card used by this association.

In making a card index, it is essential to include the name of every child who has ever been in care. If an organization has kept a complete register, the index may readily be made up from this. If a register has not been kept, it will be necessary to compile a list of the children from such other records as may be available—applications, commitment papers, letters, and so on. The point to be emphasized is that if a card index is to serve as a reliable source of reference, it must be complete, and no pains should be spared to make an exhaustive search for the names of all children in care from the date of opening.

In this connection it is important to consider also the question of cross-indexing, in order to provide for every possible contingency. Cross-indexing is the practice of inserting additional cards in the index where a name permits of more than one spelling or where a person may be known by more than one name.

In cases of different spellings of the same name, it is customary to index all persons of that name under the spelling most commonly used, and to make separate index cards for the other possible spellings, referring to the one under which the record is filed. The name "Connor," for example, is sometimes spelled "Conner" or "O'Connor." The first is the most common form of the name. Suppose we have Peter Connor, James Conner, and William O'Connor, five index cards are needed, as follows:

(1) Connor, James
(Conner)
(2) Connor, Peter
(3) Connor, William
(O'Connor)
(4) Conner, see Connor
(5) O'Connor, see Connor

When a name is indexed under a different spelling from that used by the person himself, it is helpful to have both spellings entered on the card, one being enclosed in brackets, as shown.

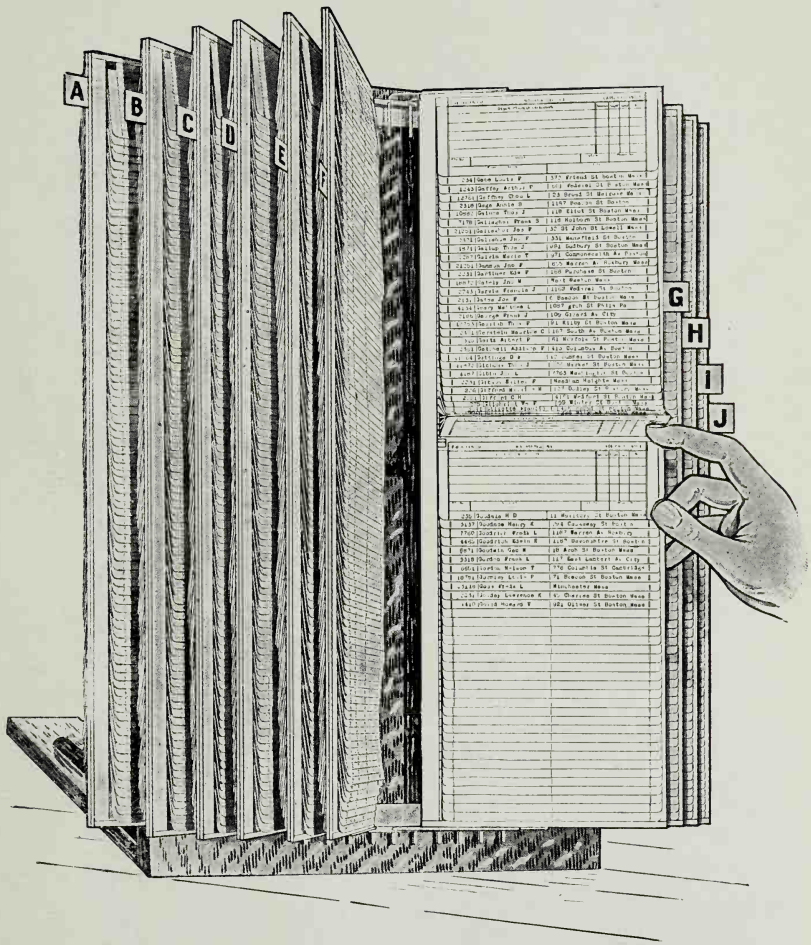


FIGURE III. VISIBLE INDEX. (See page 133)
Courtesy of The Rand Company, North Tonawanda, New York

When aliases are met with, as they often are in juvenile courts and reformatories, or when foreigners adopt Americanized names, and go sometimes by one, sometimes by the other, the index card should bear the name most commonly used, and a second index card should be made giving the other name and containing a reference to the first card.

To take a concrete instance, an Italian boy named John Laciano was generally known as John Lacy. He should be given two index cards. As Lacy is the name most commonly used by this boy, that card should contain all the usual information and record numbers, thus:

Lacy, John	R 1287 2973

The second card should read:

Laciano, John See Lacy

It is also customary in many charitable organizations to cross-index the records of children or families who are known to be related. If, for example, John Smith and Mary Davis are cousins, an entry is made on John Smith's index card, "See Mary Davis," and a similar reference is entered on Mary Davis' card.

Many institutions transfer to a separate division of the index the cards of all children who have been discharged, so that the current file always represents the actual institution population. The current file may then be used as a basis for a roll-call at any time. This is a great convenience if an institution is likely to be asked to render a statement of its census for a given date, as in New York state, where the state board of charities requires that "the records shall be so arranged, either by means of a card index or otherwise, that an accurate roll-

call of the children present at any time can be readily made from them." When cards are transferred in this way, two sets of division guides are needed.

ORGANIZING RECORDS FOR FILING

Wherever practical, all records and papers pertaining to a child should be kept together: the family history; the special history of the child himself; his commitment papers, if any; his physical, psychological, and school records; correspondence about the child (originals of letters received and carbon copies of letters written); and miscellaneous records. This material should be chronologically arranged and put into a "folder."

A folder for filing purposes is a piece of heavy manilla paper (usually about 11½ x 18 inches), large enough, when doubled, to extend just a little beyond the edges of the records that it is to hold. The sheet is folded so that the back edge extends about half an inch above the front edge. On this extension edge the name of the child or the index number of his record is written, depending upon whether the alphabetical or numerical method of filing is used. (For a description of these methods, see page 143.)

There are occasional exceptions to the general rule that all the records of a child should be filed together. Sometimes it is desirable, especially in large institutions, to have the medical and dental records kept in a separate file in the physician's office as long as a child remains under direct care. Also, it is often more convenient to have the school records in a separate file, when it is necessary to refer to them frequently. But in such cases these records should be transferred when a child passes from care and filed with his other records in his folder.

There is a difference of opinion as to how the letters which form part of a child's record should be handled. It is thought by some that letters received and carbon copies of replies should be chronologically arranged, numbered consecutively, fastened together and filed back of his other records in the folder, keeping the family history record a complete unit. Other persons say that if correspondence is bunched separately there is a tendency,

in reading the record, to ignore the letters, and that it is better to file them among the history sheets according to date. This point is well taken. In either case, letters should be numbered consecutively and a reference to them by date and number should be entered on the family history record. (See "Story Sheet," Form 8, page 37.)

A method of indexing letters which has been suggested by the Illinois Children's Home and Aid Society is admirable, if there is a large number of letters in a folder. It serves to focus

NAME OF CHILD *William Craig* FOLDER NO. *285*

No. of letter (a)	Date of letter			Synopsis of letter
	Relative	Foster parent	Child	
1	*3/20/10*			*Mother dying, bring him to hospital.*
2		*12/13/10*		*Has satisfactory health good, started to school 12/1.*
3		*x12/15/10*		*Glad everything O.K.*
4			*3/31/11*	*Likes home and school. In 3rd Grade.*

(a) Letters are numbered chronologically.

The symbol (x) before a date indicates letter from the institution or society to the relative, foster parent or child.

FORM NO. 47. INDEX SHEET OF REPORTS AND CORRESPONDENCE
Illinois Children's Home and Aid Society, Chicago
(Size 8½ x 11 inches)

attention upon the essential points of all letters, and makes it possible for one referring to the history to pick out quickly any particular letter which may be wanted.

Letters are arranged chronologically and numbered consecutively and an index sheet is attached to the record. Form 47 is suggested by the society for this purpose. The number and date of each letter, the person by whom it was written, if an incoming letter, or to whom it was written, if outgoing, and a brief synopsis of its contents are entered on this sheet. If any one wishes to look up a particular letter, it is possible, by referring to this sheet, to see the number of the letter and turn to it at once. This is an incalculable saving of time, especially when there are many letters in a folder. It also makes it possible for

a person reading the record to see by a glance at the index sheet the gist of all the correspondence.

It will be seen that Form 47 relates to correspondence about children in foster homes. By changing the headings, as follows, the form will be of more general application:

No.	Date of letter	Name of correspondent	Synopsis of letter

The Illinois Children's Home and Aid Society reports, however, that it has not continued the use of the summary sheet because of the amount of time required to make the entries. The superintendent of the society states, "We would recommend such for organizations having facilities for making a chronological synopsis of all material contained in the file."

While this plan may never be generally adopted it is worth careful consideration. It would be an interesting study in economy and efficiency to discover whether the time of agents consumed in looking through masses of letters in children's folders to find particular pieces of correspondence costs an organization more or less than the time required to make a brief synopsis of these letters when they are put into the files.

A very simple and useful method of calling attention to important points in letters is to underline them with red ink.

It is always more or less difficult to keep papers from becoming disarranged in the folders. To prevent this, they should be attached at one of the left-hand corners with a fastener, both for the sake of order and to guard against loss of material when folders are taken from the files. Two kinds of fasteners are commonly used for this purpose, the clip of looped wire and brass-headed fasteners. The latter are pushed through the papers and clamped at the back. Although the wire clips come off easily and the brass fasteners tear through the papers if records are handled much, no better plan of fastening records has been devised up to the present time. In the case of brass fasteners, the tendency to tear may be considerably reduced by the use of small brass washers at the front and back of the papers where the fasteners are inserted.

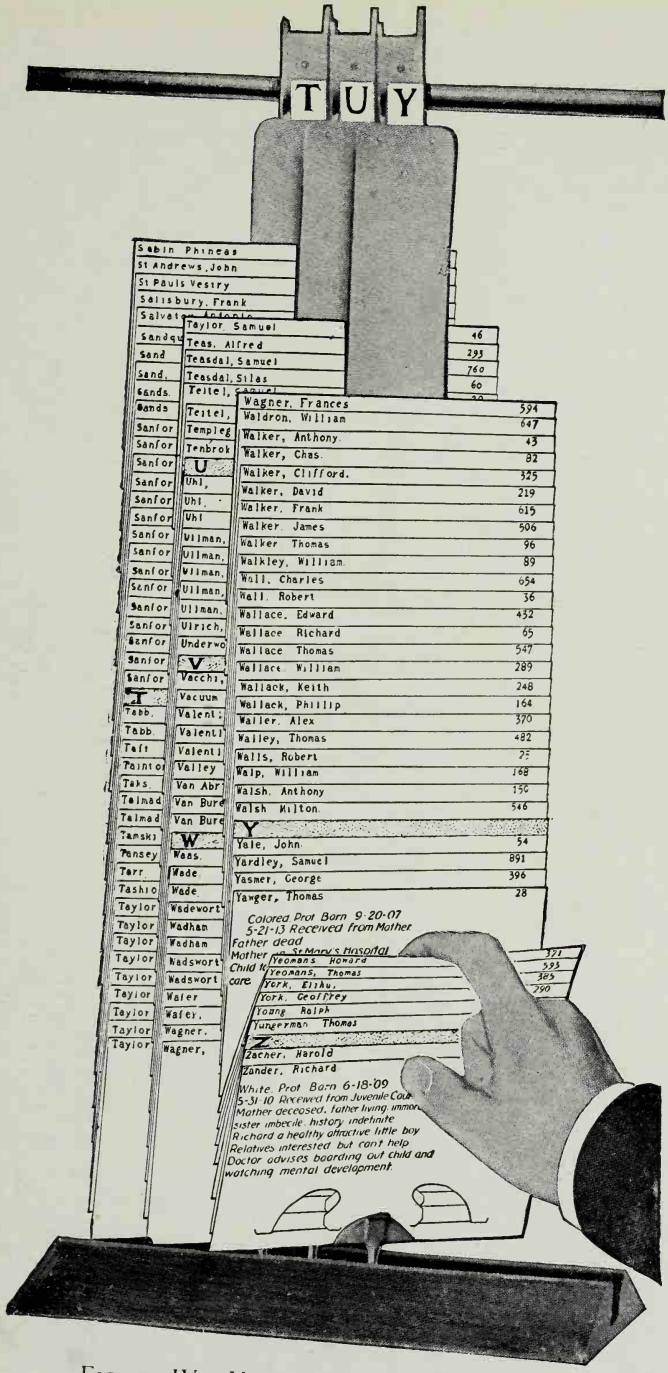


FIGURE IV. VISIBLE INDEX. (See page 133)

Courtesy of Index Visible, Inc., New Haven, Connecticut

Letters are usually the most serious obstacle to orderliness in the files. Some will be on correspondence paper,—written on all four sides; others on business paper,—written on one side; often there are postals. The inconvenience resulting from this diversity may be partly overcome by pasting cards and small letters on blank sheets uniform in size with the other records, or by fastening them to blank sheets by means of brass fasteners.

Frequently there are other records of awkward sizes which can not be handled in this way. It is a great convenience to have a manilla envelope about 7 x 10 inches in the child's folder into which photographs and miscellaneous small cards may be slipped.

It should go without saying that a copy of every letter sent out by an agency should be kept on file. Organizations which have typewriters can easily make carbon copies of all correspondence, and many of them do this; but when letters must be written by hand the problem is more difficult. In these days of cheap typewriters, however, almost any organization should be able to possess one—not the latest model, perhaps, but one which will answer all practical purposes. Good second-hand or "re-assembled" typewriters may be bought from typewriter dealers at prices ranging from about $30 to $50. It is not a difficult matter for anyone to learn to use a machine, and the time and labor saved, the increased convenience and efficiency, soon justify the expense involved.

The forms given in this study have been selected chiefly for their subject matter and general suggestiveness. Because they have been collected from different agencies which use different systems, they show wide variations in size and arrangement. This must be taken into account by any organization that makes use of them.

All records which are to be filed in the children's folders should be planned with the idea of having them as nearly uniform in size as possible, because this makes for order in the files and for ease in handling and referring to material. If the folders are of standard correspondence size—and this is now conceded to be the most satisfactory for general purposes—the record

forms should be, as far as practicable, about the size of the standard business letter head, that is, about 11 inches long by 8½ inches wide. This is a good size for the family history and for many other records.

If smaller forms are needed, it is well, whenever possible, to use sheets of the same width as the letter head but only one-half as long. This brings the right edges of all records together in the files and makes reference to the papers easier.

Cards 5 x 8 inches, for which standard filing drawers are made, are convenient for special records which an agency may wish to file separately, as for example, the current dental and medical records. Cards of these dimensions are just about one-half the size of a standard letter head, and will fit in readily with other material when transferred to the child's folder. Or, if a record is likely to exceed the limits of a 5 x 8-inch card, a sheet of tough paper (not cardboard), 10 inches long and 8 inches wide, may be substituted, folding it through the middle to form a 5 x 8-inch card. If a folded record of this kind is used, it should be opened out to its full size when it is transferred to the folder, making a sheet uniform with the other records.

The use of different colored cards for different records is often an advantage. This makes it possible, in looking through a folder, to pick out particular records more quickly. If, for example, the physical examination blanks are blue and the family history cards buff, they can be distinguished at a glance. Many institutions which receive children of both sexes use one color for the index cards of boys and another for those of girls. The two dental charts, Forms 12 and 13, are of different colors; the examination chart being white, the clinical chart yellow. It is an advantage to use a paper of contrasting color for carbon copies of letters, so that they may be readily distinguished from letters received and from the history records. In this, as in other matters of detail, however, each organization must make individual plans based upon its special requirements.

FILING RECORDS

After the records and papers have been systematically arranged in the folders, they are ready for filing. Standard let-

ter size vertical files are recommended for this purpose. Files of this size permit all papers, except legal documents, to be inserted flat, while in files of smaller sizes it is necessary to fold many papers, which is undesirable.

There are two methods of filing in common use among child-caring agencies, the alphabetical and the numerical. When the alphabetical method is used, the name of the child is written across the extension edge of the folder and the folders are arranged in the files alphabetically. The names on the extension edges of the folders are visible. Under the numerical system, the folders are numbered and filed consecutively, the numbers being entered in the right-hand corner of the extension edge of the folder. A corresponding number is also entered on the child's index card. When a child's record is wanted, his index card, which is filed alphabetically, is looked up, and, given the number, it is a simple matter to turn to the folder in the file.

While there is no serious objection to the alphabetical method in a small organization where there are only a few records, it is not recommended for general use. The only advantage of the alphabetical system is that a folder may be looked up without referring to the index, whereas the numerical system necessitates looking first in the index for the folder number. The card index, however, should be kept in any case for reference purposes, and a test will soon convince a doubter that it is no more difficult and requires no more time to look up records under the numerical than under the alphabetical system, and that the numerical method has several distinct advantages:

First, cards can be handled more quickly than folders, and after an index card has been found it is merely a matter of a moment to secure the folder of the corresponding number. This advantage is more readily apparent when records become bulky. The tendency of folders to sag in the files as records grow, causing the extension edges to drop below the line of vision, increases the difficulties of finding records which are filed alphabetically.*

* This difficulty may be partially overcome by the use of special folders. Some agencies which file their records alphabetically have folders with a deep flap which extends over the front edge, and helps to hold the folder in position. Folders of heavy material, with expansion bottoms, are also useful for filing bulky records.

Under the numerical method, this sagging causes less inconvenience because the numbers run consecutively and it is easy to detect a folder which may have slipped out of place.

Second, folders must constantly be taken out of the files for reference and there is much less likelihood under the numerical system of their being misplaced in returning them to the files. To put a numbered folder in its correct place is very much easier than to file one alphabetically.

Third, the numerical system saves space in the files. Where folders are filed alphabetically space must be left after each letter to allow for expansion, and as it is never possible to foretell at what rate the different sections are going to grow, frequent shifting of material is necessary. This involves considerable labor especially if there are many records. It is far easier to estimate the space needed for expansion when records are filed numerically. Under the numerical system, each record or paper in a child's folder should bear his folder number. A regular space for the number should be provided on all record forms. For numbering letters and miscellaneous documents a blue or red pencil should be used and the number, large enough to be readily seen, should be entered in the upper right-hand corner of each sheet.

It is desirable that all blanks used by an agency should show the title of the form and the name of the agency, as, for example, in the Family History Record of the Ohio Board of State Charities, Form 7 (page 33).

If there is more than one child from the same family, each child should have a separate folder for his own personal records. It is not necessary, however, to duplicate the family history record. It should be filed in the folder of the first child, and a slip or sheet referring to it should be inserted in the folders of each of the other children in the family.

The folders of all children in the same family should bear the same record number and a different letter. The first name of the child or some other device should be prefixed to the number on each folder to distinguish the records.

To illustrate, suppose three sisters, Sarah, Jane, and Mary Smith, are in the care of an organization. The records of each child will be filed in separate folders, which will all bear the same number, say No. 285. To distinguish the folders of the individual children, a different serial letter may be prefixed to each number, Jane's folder being labeled "A-285," Mary's "B-285," and Sarah's "C-285." These same serial letters should also be prefixed to the folder numbers on the index cards of the children. By this method the records of all children from the same family, even though the children be received at different times, will be brought together under the same number in the files. If instead of following this plan each child of a family were given a separate number, it would be impossible, unless the children were received on the same date, to group their records in the files, and it would be necessary, if the complete record of the family were wanted, to refer to several places for it.

When new record forms are adopted it is not customary to copy all of the old records. Usually, if old records are on cards, these cards are numbered and dropped into the folders; if in books, the page reference of the book shows on the index card, or it may in addition be written on a blank sheet and put into the folder. Only new cases need be entered on the new cards unless an agency wishes to transfer old records. Some agencies have adopted the plan of copying all current cases. This is desirable if it can be done, but the time required often makes it impossible.

Numbered division guides, which extend above the edges of the folders, should be inserted at every twentieth folder in the vertical files. They help to hold the folders in place, and make it possible to refer to them more quickly. (See Figure II, opposite page 133.)

The work of filing index cards, as well as all other office records, should be entrusted to one person, who should be held responsible for seeing that this is done correctly. An ironclad rule should be observed against the removal of index cards from the file by any other person for any purpose whatsoever. If this is not done, cards may be lost or mis-filed and the chief

Applicant's Name in Full			Earliest Date	Number
Logan Wm. P. 2nd Clara M.			6/2/13	84
Nearest R. R. Station	County	State	Distance and Direction from R. R. Station	
Darlington	Delaware	Pa	2 1/2 m. South	
Post Office	County	State	Railroad	R. F. D. No.
Darling	Delaware	Pa.	P. R. R.	31

Board	✓	Child's Name in Full	Placed	Returned
Free		Walter Cole	8/7/13	8/29/13
Boy 8 yrs	✓	William Blake	9/15/13	
Girl				
White	✓			
Colored				
Protestant	✓			
Catholic				
Jewish				

Date 7/19/13	References Completed	Approved by F. G. Long	Date 7/26/13
Date 7/25/13	Inspected by J. M. Snow	Rejected by	Date

PENNSYLVANIA CHILDREN'S AID SOCIETY, PHILADELPHIA

FORM NO. 48. INDEX CARD OF FOSTER HOME
Children's Aid Society of Pennsylvania, Philadelphia
(Size 4 x 6 inches)

value of the index as a reliable source of reference is then destroyed. When folders are removed from the files by other workers for reference they should not be returned to the files by these workers, but should be put in a wire desk basket or other receptacle until the person who is responsible for the filing has time to replace them.

SPECIAL INDEXES

Besides the general index, many organizations find it necessary to have special indexes. Where an organization places children in foster homes, there should be a permanent index of all persons who apply for children; also, there should be an index of all children who are in family homes under the supervision of the institution or society.

Index of Foster Homes

The following plan for indexing applicants for children has been adopted by the Children's Aid Society of Pennsylvania. A card, Form 48, is made out for each family. The cards are divided into three sections:

1. The prospective group, including:
   Homes not yet investigated.
   Homes approved and ready for use.
2. Homes now in use.
3. Homes rejected or withdrawn.

In the first group, the cards of homes not investigated are tagged with metal signals (see page 154) to distinguish them from homes which are ready for use.

The index is operated as follows:

Suppose a family applies for a child. A card is made out, tagged with a metal signal to show that the home has not yet been visited, and is put in Section 1.

After the agent visits the home, an entry is made on the card to show whether or not it has been approved. If it is approved, the signal is removed and the card is left in Section 1, the "prospective home" group; if rejected, the card is transferred to Section 3.

When a child is placed in an approved home, the card is removed from Section 1 and filed in Section 2. After a time the child may be returned because the home has proved to be unsatisfactory, and the society may think that it is not wise to try another child there. The card is then removed from Section 2, the fact that the home has been rejected is entered, and it is filed in Section 3. If the home had proved satisfactory, and the people had wanted to take another child, the card would have been put back into Section 1, as a prospective home.

The items "board," "free," "boy," "girl," and so on, at the left of the card, are checked to show in general what kind of a child is wanted by the family. When a child is to be placed, the visitor refers to Section 1 to find if there are any homes in the prospective list to which he might be sent, and these points help in the selection of possible places. The number in the upper right-hand corner of the card refers to the folder containing the agent's full report on the home, which should be consulted before making a final decision.

The reports on foster homes should be filed in separate drawers, but according to the same general plan that is used in filing histories of the children. Some societies use folders of a different color for records of foster homes, in order that they may be readily distinguished from folders containing records of the children and thus confusion in filing be avoided.

Geographical Index of Placed-out Children

Another important index is the one showing the children under supervision in foster homes. Usually this is arranged geographically, by towns or counties, as a guide to visitors in planning their visits.

The card used by the Children's Aid Society of Pennsylvania, Form 49, which provides for a record of successive placements, is a very good one. The card used by the Brooklyn Children's Aid Society, Form 50, is also excellent. In addition to the record of placements, space is provided on the face of the latter card for checking visits made and school reports received.

The Children's Aid Society of Pennsylvania removes from

Child's Name in Full	Vol.	P. No.	Born	Of Age
Clark Joseph		721	6/27/1900	1921

Name of Caretaker	Dis. and Dir. R. R. S.	Placed	Removed
Mrs. E. Calder		8/28/13	9/10/13
R. R. Station	**Post Office**	**County**	**State**	**Railroad**	**Express Co.**
2819 Pine	Philadelphia		Pa.		

Name of Caretaker	Dis. and Dir. R. R. S.	Placed	Removed
Mrs. John H. Lovelace	2 mi. West	9/10/13	1/21/14
R. R. Station	**Post Office**	**County**	**State**	**Railroad**	**Express Co.**
Coatsville		Chester	Pa.	P.R.R.	Adams

Name of Caretaker	Dis. and Dir. R. R. S.	Placed	Removed
Mrs. J. B. Harris	3 mi. South	1/25/14	
R. P. Station	**Post Office**	**County**	**State**	**Railroad**	**Express Co.**
Darlington	Darling	Delaware	Pa.	P.R.R.	Adams

Name of Caretaker	Dis. and Dir. R. R. S.	Placed	Removed
R. R. Station	**Post Office**	**County**	**State**	**Railroad**	**Express Co.**

Name of Caretaker	Dis. and Dir. R. R. S.	Placed	Removed
R. R. Station	**Post Office**	**County**	**State**	**Railroad**	**Express Co.**

Date Received from	Date Passed from Care by
8/28/13 Juvenile Court	

Boarding ✓	Boy ✓	White ✓	Protestant	
Free	Girl	Colored	Catholic	Jewish

PENNSYLVANIA CHILDREN'S AID SOCIETY, PHILADELPHIA (OVER)

FORM NO. 49A. COUNTY INDEX CARD OF PLACED-OUT CHILD (Face)
Children's Aid Society of Pennsylvania, Philadelphia
(Size 4 x 6 inches)

Child's Name: Clark, Joseph

VISITATION RECORD

MONTH	YEAR 1913	1914									VISITOR
January		21									Craig 9/1913
February											
March											
April											
May											
June		6									
July											
August											
September	28										
October	30										
November											
December											

(OVER)

FORM NO. 49B. (Reverse)

NAME OF CHILD	BORN	ADMITTED	Committed Non-Com. ✓ TERMS	REASON FOR TRANSFER OR DISCHARGE
Bowman, Martha	2/19/1907	5/29/1914		

Date	Placed with	TERMS	REASON FOR TRANSFER OR DISCHARGE
9/10/14	Mrs John Farnsworth, R.F.D. #1, Huntington, L.I.	Free	Unmanageable
12/14/14	Mrs Mary Grant, Port Jefferson, L.I.	Free	

SUPERVISION RECORD

Month	1914			1915			1916			1917			1918			1919		
	W.	C.	V.	W.	C.	V.	W.	C.	V.	W.	C.	V.	W.	C.	V.	W.	C.	V.
Jan.																		
Feb.																		
Mar																		
Apr																		
May																		
June																		
July																		
Aug																		
Sept.			✓															
Oct.	✓																	
Nov			✓															
Dec.		✓																

SCHOOL RECORD

Month	1914			1915			1916			1917			1918			1919		
	A.	D.	S.	A.	D.	S.	A	D.	S.	A.	D.	S.	A.	D.	S.	A.	D.	S.
Jan.																		
Feb.																		
Mar																		
Apr																		
May																		
June																		
July																		
Aug.																		
Sept.	1	B	B															
Oct.	2	B	C															
Nov.	0	B	B															
Dec.																		

FORM NO. 50. INDEX CARD AND SUPERVISION RECORD OF PLACED-OUT CHILD
Brooklyn Children's Aid Society
(Size 5 x 8 inches)

NOTE: In Supervision Record, W=wrote; C=called (when child calls at office or is seen on street); V=visited by agent.
In School Record, A=attendance; D=deportment; S=studies.

the geographical index the cards of children who have passed from care and files them alphabetically. These cards serve as a permanent record of the movements of all children and in this society they take the place of a book register.

Locality Index

Many agencies keep what they call a "town index." A card is made out for each town which the agency touches, and on this card are entered the names of persons living in the town to whom the agency may write for information in regard to persons in that locality. One society has broadened the town index to include "persons who have been helpful" and "persons or homes to be avoided." Sometimes the county or district unit may be found more convenient than the town unit in making a locality index.

Agent's Index of Children under Supervision

One of the greatest difficulties that a visitor has is to keep clearly in mind the endless details which are involved in the supervision of children. The most helpful device that the writer has seen for reminding a visitor of important matters which need attention is a visible desk index, Figure V. Single panels may be had, holding about 75 cards, or if more cards are needed, several panels may be bound together. The cards are removable and the edge of each card, showing the name, is visible. Any items which an agent may wish to have on the card for personal convenience in supervising the children may be noted. Both the Index Visible and the Rand Index may be used in this way.

Figure VI shows a card in detail. The numbers 1 to 12 on the visible edge of the card represent the months. When a child has been visited the agent slips a metal signal on the card over the number of the month in which the visit was made. By following these signals it is possible to see at a glance how recently each child has been visited. It is impossible, with this device, to neglect a child inadvertently, because the signals at once call attention to children who have not been visited.

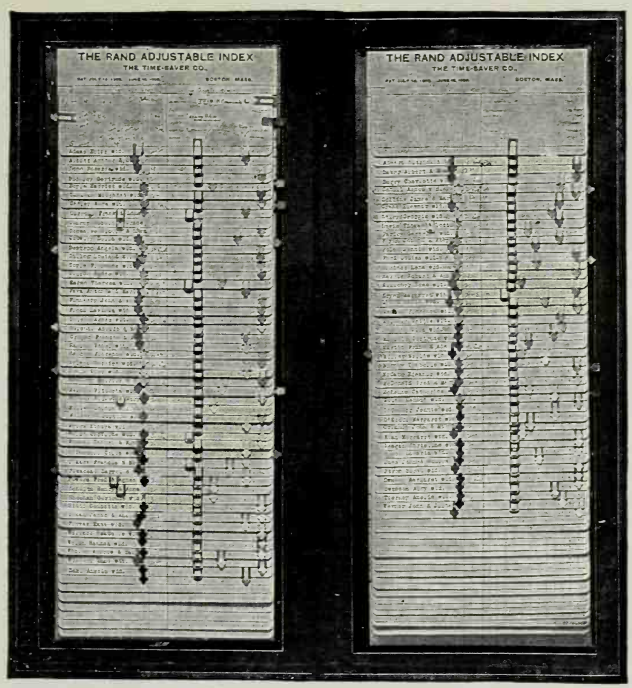


FIGURE V. DESK INDEX

Courtesy of The Rand Company, North Tonawanda, New York

The Index Visible has detached strips and desk racks holding one or more strips, which may be used in a similar way.

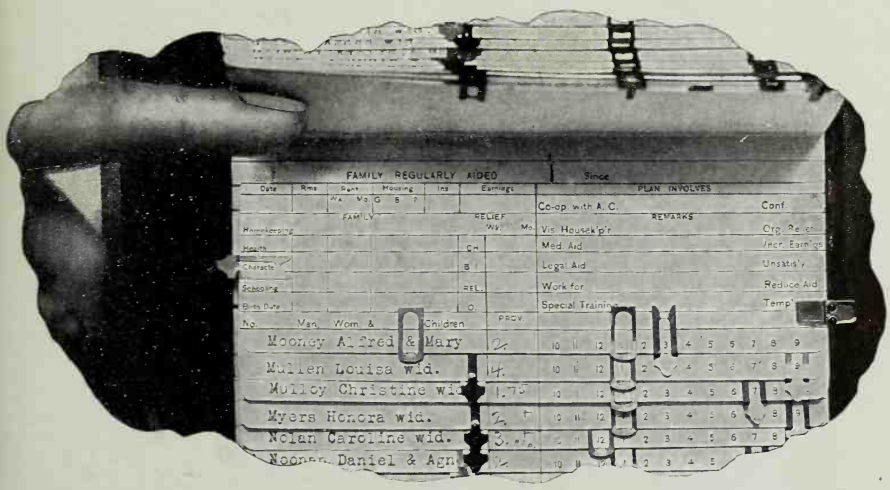


FIGURE VI. DETAIL OF DESK INDEX

Me. N V M R C

B	Surname	Man's Full Name	No.
Date Address	Woman's Full Name	Maiden Name	Record

RELA.	NAME	AGE	CHURCH	OCCUPATION	CHANGES
			M A M A M A M A M A M A M A M A M A M A M A		

DATE	DISPOSITION

Library Bureau U84179

FORM NO. 51. REGISTRATION CARD OF FOSTER HOME
New England Home for Little Wanderers, Boston
(Size 3½ x 6 inches)

By attaching different kinds and colors of signals to the sides of the cards, it is possible to indicate other facts. For example, a visitor may wish to send a supply of clothing to a child. She puts a red signal on his card as a reminder, taking it off when the package has been sent. Or she puts a blue signal on the card to remind her of a child who may be sick and in need of special attention.

SIGNALS

Metal signals may be had in a number of different styles and colors. They are easily attached and do not come off readily with ordinary handling. The signals may be used to show any set of facts which an organization wishes to have displayed. For example, an institution may wish to be able to see at a glance which children are having their board paid by relatives. A signal may be attached to the index cards of these children to indicate this. Signals of a different color could be used to show city cases, and so on.

Signals of the same color should be placed in the same relative position on the cards, so that they will fall in a straight line in the file. This may be done more easily if the top edge of the card is spaced at regular intervals. The spacing may be done when the cards are printed. Form 45 (page 134) shows an index card so spaced, with metal signals attached. Figures V and VI, opposite page 152, also illustrate the use of signals.

Instead of metal signals, which sometimes make the index topheavy if a large number of cards are tagged, special cards with tabs may be had to indicate certain facts which the agency wishes always to have shown. For example, Form 51 is used by the New England Home for Little Wanderers in Boston for registering foster homes. The letters on the tabs indicate the six New England states. If a foster home is located in Maine, all the tabs except "Me." are cut off; if in Vermont, the "V" is left. When the cards are filed, the tabs of all the cards for each state will be in a line, and it is a simple matter in looking through the index to pick out the cards referring to homes in any particular state.

PROTECTION OF RECORDS

The question of protecting records from loss, misuse, or from fire by keeping them in a safe or vault is an important one, although comparatively few organizations have any provision of this kind. It is not practicable for many agencies to arrange for the keeping of all records in a safe, but certainly every precaution should be taken to safeguard such information as would make it possible to reconstruct the records of an organization in case they should be destroyed. The register, at least, or its equivalent, should be kept in a fire-proof safe.

NOTE.—The catalogues of many of the large houses which deal in filing supplies are full of valuable suggestions and information. Organizations which are considering installing a filing system will find it profitable to study the catalogues of some of these firms.

CHAPTER VIII

ABSTRACTING MATERIAL FOR ANNUAL REPORTS

THE task of preparing periodical reports of their work is one which is not welcomed by the majority of superintendents or secretaries of child-caring organizations. One of the chief reasons in many cases why this work is so arduous is that little or no attention is given to planning in advance for collecting the necessary material. Oftentimes, at the end of the fiscal year, superintendents make their reports from memory or else are obliged to search laboriously through many miscellaneous records for the data which they need and which they might, with a little planning, have had at hand. The result is that instead of containing pertinent material about the work of the organization, its problems, and the progress of the children, annual reports often consist largely of accounts of Christmas treats and summer outings, and acknowledgments of gifts of money, ice cream, cookies, toys, and hair ribbons. As one institution worker said, "We are too apt to prepare essays on the subject rather than report the results of work actually done."

Take a report of a typical orphan asylum selected at random. It opens with this statement:

> This institution has had a long and honorable history, and we believe it worthy of the best support that we can give.

Then follows a single paragraph about the life of the children:

> Though there has been sickness among the children during the year, only one case caused alarm. Early in October, one of the younger girls was found to have scarlet fever. She was removed at once to the hospital, the health authorities thoroughly fumigated the house, and none of the others contracted the disease. Owing to the sickness of the teacher,

it was thought best to omit the usual examination in June. In July the children once more enjoyed a visit of two weeks to the fresh air farm. With much pleasure the Board heard that they had made an excellent impression, their example being considered helpful to the other children. In August the younger girls had two happy weeks at Hollywood, and during the summer and fall many outings to parks and suburbs were enjoyed through the kindness of Mrs. Hill.

The remainder of the report, 11 pages, is taken up with expressions of regret over the death of a manager, acknowledgments of gratuitous service and of legacies, lists of contributors, detailed statements of their donations in kind and in money, and an unitemized financial statement.

An article by Edwin D. Solenberger entitled The Essentials of an Annual Report* mentions the following requisites:

1. The report should be published annually and be a report of the past year's work, not chiefly a statement of what is proposed for the future.

2. It should show on the cover page:
   The full corporate name of the organization.
   The date established and incorporated.
   The exact location of the office or offices.
   The full post office address.
   The exact period covered by the report.

3. It should state the function of the organization in the community, showing the classes dealt with, the terms of admission, and the limitations as to age, sex, color, physical condition, religion, and so forth.

4. It should show:
   The progress of the organization in work and methods.
   New features.
   Extension of old lines of activity.
   The co-operation and affiliation with other organizations.

5. It should call attention to:
   Changing conditions in the community which affect the work of the organization.
   New laws affecting child-caring organizations.

* National Conference of Charities and Corrections. Proceedings, 1909, p. 361.

6. It should present statistical and financial statements which are clear, uniform, and frank.

In conclusion, the article states:

To sum up, an annual report should be a laboratory record of the life and growth of the society or institution and its relation to the community which it serves.

If an annual report is to be a "laboratory record" of the work of an organization, the material for it must be systematically collected throughout the year, and simple and effective methods for coördinating and classifying this material are essential.

POPULATION STATISTICS

Probably every organization is required to make periodical reports of its population statistics to its board of trustees, and in many cases to public officials as well. This can not be done accurately unless a daily record of admissions and discharges is kept. For this purpose there should be a population day book or daily report sheet. It should be kept on the desk of the superintendent or registrar, and a memorandum should be made in it of every transaction involving a child.

A daily record of all children received and discharged, children who have been permitted to leave temporarily or who have returned after leave of absence, deaths, runaways, and so forth, should be entered in this book. The entries should show how incoming children are received, whether from parents, from poor officers, by court commitment, and so forth; and how outgoing children were disposed of, whether they were returned to their own homes, or placed in foster homes, died, and so forth. Some organizations find it helpful to record arrivals in black ink and departures in red. Others use separate pages for arrivals and departures.

In a large institution, where the record system is complex and the admission or discharge of a child requires the making of entries on several different cards, the day book or daily sheet may be ruled to serve as a guide in posting. Narrow columns, headed with the name of each record to which posting must be

done, may be ruled off at the right edge of the sheet, and as the entries are posted from the day sheet to the various records, a check in the proper column indicates that this has been done.

With the help of the day book or daily report sheet, showing individual transactions, accurate summaries of the movement of population may be made up from day to day.

As yet no agreement has been reached by child-caring organizations or supervisory agencies as to the form which should be followed in reports of population statistics, and there is wide variation in the methods of reporting used by different institutions, societies, and local and state boards.

In general, however, it may be said that at the present time those residential institutions which have the most complete records usually compile their population statistics with reference to the residence of the child in the institution, and their annual reports cover something like the following distribution of cases:

1. Children on hand beginning year.
2. New children received during year.
3. Children of previous years returned.
4. Total number to be accounted for.
5. Children returned to parents or friends.
6. Children placed in family homes.
7. Children transferred to other institutions.
8. Children died.
9. Children otherwise accounted for.
10. Total number passed from the institution.
11. Children remaining at end of year.
12. Total to be accounted for, as in line 4.

The most important children's aid societies—for example, those in Boston, New York, Philadelphia, and Baltimore—account annually for all children under their guardianship about as follows:

1. Children under guardianship and supervision at beginning of year:
   (a) In family homes free.
   (b) In family homes at board.

(c) Earning wages.
(d) In their own homes under supervision.
(e) Under guardianship and supervision elsewhere.
(f) Total under guardianship and supervision at beginning of year.

2. Children received under guardianship during year:
(a) By court commitment.
(b) From overseers of the poor or other public officers.
(c) From parents or guardians.
(d) From other sources.
(e) Total received during year.

3. Total to be accounted for (Sum of Nos. 1 and 2).

4. Guardianship transferred:
(a) To parents.
(b) To foster parents by adoption.
(c) To institutions.
(d) Died.
(e) Otherwise released from guardianship.
(f) Total released from guardianship.

5. Children remaining under guardianship and supervision at close of year:
(a) In family homes free.
(b) In family homes at board.
(c) Earning wages.
(d) In their own homes under supervision.
(e) Under guardianship and supervision elsewhere.
(f) Total under guardianship and supervision at close of year.

6. Total to be accounted for (Sum of Nos. 4 and 5).*

Under this plan the society deals with all children under its guardianship as if they had been gathered together in one institution.

These societies also present supplementary statistics showing such facts as the following:

Number of applications received for children.
Number of homes investigated.
Number of children placed in free homes.

*Line 6 should equal line 3.

Number of children placed in boarding homes.
Number of cases referred to other agencies (specifying the number for each agency).
Number of cases taken to the juvenile court.
Number of visits to children, etc.

The 32 children's home societies, located in 32 different states, have been accustomed to publish their annual statistics through their federation, known as the National Children's Home Society, on a different basis.

Their statistics show the following facts for the 32 societies individually and collectively:

1. Children on hand beginning of year:
   (a) In the society's receiving home.
   (b) On hand elsewhere.
   Total on hand.
2. New children received during the year.
3. Children of former years returned.
4. Total different children to be accounted for.
5. Children placed during the year:
   (a) Children placed first time.
   (b) Children replaced (counting no child twice).
   Total children placed and replaced.
6. Children returned to parents or friends.
7. Children placed in institutions.
8. Children died.
9. Children otherwise disposed of.
10. Total children passed from custody.
11. Children on hand at close of year.
12. Total to be accounted for, as in line 4.

The children's home societies are accustomed to report the number of children under guardianship and supervision in family homes at the beginning of the year, and the number under guardianship and supervision in families at the close of the year. They are accustomed also to report the number of children aided but not placed in family homes.

The system of statistics followed by children's aid societies indicates more completely the actual work done than the system

used by the children's home societies. The guardianship and supervision of children is quite as important a function as the placing of children in family homes.

In recent years many of the children's home societies have enlarged the scope of their work and have increased the efficiency of their placing and supervision. As a consequence they are feeling the need of a more complete and adequate statistical plan.

The foregoing summaries are given merely to show, in a general way, the methods followed by institutions and societies at the present time.* In deciding what method of reporting it shall use, an organization should take into account the facts which will be asked for by the public supervisory bodies to which it may have to report, as well as the facts which will be required by its own trustees, and an outline covering these facts should be made. A statistical sheet† should then be drawn up, with a column corresponding to each item in the outline. The figures for each day should be entered on this sheet and at the end of the month the columns may be totaled, giving the population report for the month in final form.

In preparing statistical summaries, care should be taken to avoid ambiguous classifications and to present statements in sufficient detail to permit of study and of comparison with reports of other organizations. In almost every institution there are business men on the board who could be pressed into service to plan such forms should the superintendent need their help. State boards of charities and other supervisory bodies could make the work of reporting social facts much easier for the organizations under their supervision if they would suggest methods by means of which the officials of the organizations could jot down from day to day the information which they require and total it at the end of each week, month, or quarter.

Form 52 is the blank upon which the charitable institutions

* For statistics of juvenile courts see Flexner, Bernard, and Baldwin, Roger N.: Juvenile Courts and Probation, p. 173. New York, Century Co., 1914.

† Form 54 (p. 168) may be used as a basis for such a sheet, modifying it to meet special requirements.

DISTRICT OF COLUMBIA

REPORT TO THE BOARD OF CHARITIES

FOR MONTH OF.....190

OF

Movement of population at.....

	MALES.	FEMALES	TOTAL
Present at close of last month			
Since admitted (new)			
Former inmates returned			
Total number of inmates during the month			
Discharged from institution during month			
Escaped			
Died			
Remaining at end of month			
Total number of inmates during the month (as above)			

The number of days board furnished was:

To inmates admitted on permit of Board of Charities.....

To all other inmates.....

Total.....

The number of days in the month was..... The average number cared for, therefore, was:

Inmates admitted on permit of Board of Charities.....

All other inmates.....

Total daily average.....

(Signed).....

(Official position).....

FORM NO. 52A. MONTHLY REPORT OF CHILDREN'S INSTITUTION (Page 1)
(Four-page folder. Size of single page 8½ x 11 inches)

INMATES RECEIVED

NAME	AGE	DATE OF ADMISSION	LENGTH OF RESIDENCE IN D. C.	NAMES OF PARENTS OR GUARDIAN	ADDRESS OF PARENTS OR GUARDIAN	REMARKS

INMATES DISCHARGED OR DIED

NAME	AGE	DATE OF DISCHARGE	REASON FOR DISCHARGE	DATE OF DEATH	HOW PLACED OR PROVIDED FOR	UNDER WHOSE CARE	ADDRESS

FORM NO. 52B. (Pages 2 and 3. Page 4 omitted)

NOTE: Owing to limits of space, the headings for the two pages have here been printed on one page.

of the District of Columbia make their monthly reports to the board of charities. Pages 2 and 3 of this blank constitute a simple daily sheet for the record of admissions and dismissals. Page 1 of this blank shows the simplest form of population statement, which is made up by a count of the items on pages 2 and 3.

Form 53 is the blank prescribed by the Indiana Board of State Charities for the reports of charitable institutions. This form is given to show the more elaborate statistics in regard to dependency and delinquency which are now being collected by some of the states. The Ohio Board of State Charities has recently adopted a similar blank.

One of the most difficult things to secure from many organizations is a statement of their daily average population. The majority of supervisory boards require reports on this point, and it is important that the organizations themselves should have this information as a basis for calculating per capita costs. Form 54 shows an easy method of obtaining this figure accurately. From this sheet it is possible to secure the daily average of children and employes separately or of children and employes together.

To obtain the total daily average population (including employes) for a given month, add the figures in column 10 and divide by the number of days in the month. If the average number of children is required, proceed in the same way, using the figures in column 5. At the end of the year combine the totals from the monthly sheets and divide by 365 (or 366) to obtain the average for the year. In practice, temporary absences not exceeding forty-eight hours are disregarded by most institutions in calculating average population.

In order to guard against errors in population reports, institutions should check up their statistical sheets at least once a week by a roll-call. This needs to be done more frequently in large institutions; in some institutions it is done daily.

FINANCIAL STATISTICS

The financial reports made by child-caring agencies vary almost as widely as reports of population. They range from lump

REPORT CONCERNING WARDS OF _____ COUNTY ORPHAN ASYLUM.

FOR THE MONTH ENDING _____ 191

MADE TO THE BOARD OF STATE CHARITIES BY _____ (GIVE TITLE.)

ADMISSIONS

FULL NAME (Surname first)	COMMITTED BY	Date Received	Date of Birth: Month	Day	Year	Sex	Color	Illegitimate	Bright	Dull	Feeble-Minded	Sickly	Crippled	Blind	Deaf	Epileptic	Abandoned by Father	Abandoned by Mother	FATHER'S NAME	Insane	Feeble-Mind	Epileptic	Pauper	Criminal	Drunkard	Consumptive	Lewd	MOTHER'S MAIDEN NAME	Insane	Feeble-Mind	Epileptic	Pauper	Criminal	Drunkard	Prostitute	Consumptive	Lewd	IS THIS CHILD TO BE PLACED IN A FAMILY HOME?	REMARKS (Give residence of child if from another county, also school district or corporation)

READMISSIONS. Give name and address of last guardian, also reason for child's return.]

FORM NO. 53A. MONTHLY REPORT OF CHILDREN'S INSTITUTION (Upper half of page)
Board of State Charities of Indiana, Indianapolis
(Size of page 15 x 19 inches)

PLACEMENTS AND TRANSFERS

NAME	DATE	BIRTH Mo. Day Yr.	Returned to Parent	Give full name of person taking the child whether parents or not	Postoffice address of person taking the child	RESIDENCE Number of Rural Route, or Street and Number, if in city	OCCUPATION	REMARKS

BELOW RECORD ADOPTIONS, MARRIAGES AND DEATHS OF PLACED-OUT WARDS

DEATHS OF WARDS IN THE ASYLUM

NAME	AGE	DATE OF DEATH	CAUSE OF DEATH	NAME	AGE	DATE OF DEATH	CAUSE OF DEATH

	MALES	FEMALES	TOTAL		MALES	FEMALES	TOTAL
Whole number of children present on the last day of the month,				Number of placeable children in the Home,			

DIRECTIONS FOR MAKING REPORT

Report Promptly on First Monday of each month

Most of the Spaces may be filled by single strokes under the proper headings. For instance, if a child is feeble-minded, a stroke like this /, under the heading "Feeble-Minded," is all that is necessary. Under "Color," let "W" stand for "White," and "C" for "Colored." Under "Sex" let "M" stand for "Male," and "F" for "Female." If you place no mark under a heading, we will understand that that heading does not apply to the child. For instance, under the heading "Father Dead," if no mark is put in, we will understand that the father is living.

Under "Remarks" place any information of interest or importance for which there is no special heading. If needed, use any unoccupied lines or the back of this report for remarks. If two or more inmates are of the same family, or are nearly related, note the fact in "Remarks."

Kindly Remember that we want all the information possible about each child. Give too much rather than too little.

Send Note or Postal Card when you need more blanks. If everything is not understood, please write for explanation.

Mark with an [X] the names of all Children for whom you desire State Agent's assistance in placing in families.

FORM NO. 53B. (Lower half of page)

Month of May, 1914

DAILY RECORD

Day of month	CHILDREN: On hand from previous day (1)	New arrivals (2)	Re-entries (3)	Departures (4)	Attendance for day (5)	EMPLOYEES: On hand (6)	Arrivals (7)	Departures (8)	Attendance for day (9)	TOGETHER: Attendance for day (10)
1	96	2	1	4	95	11		1	10	105
2	95	3			98	10	2		12	110
3	98			2	96	12			12	108
4	96				96	12			12	108
5	96				96	12			12	108
6	96	1	2	1	98	12		1	11	109
7	98	2	2	2	100	11	2		13	113
8	100			3	97	13			13	110
9	97	1	1	1	98	13			13	111
10	98				98	13			13	111
11	98				98	13			13	111
12	98	2	1	2	99	13		1	12	111
13	99				99	12			12	111
14	99				99	12			12	111
15	99	5			104	12			12	116
16	104			2	102	12			12	114
17	102				102	12			12	114
18	102				102	12			12	114
19	102	3	1	2	104	12			12	116
20	104			4	100	12			12	112
21	100	3		2	101	12			12	113
22	101		1	2	100	12			12	112
23	100			4	96	12			12	108
24	96				96	12			12	108
25	96				96	12			12	108
26	96	3		1	98	12			12	110
27	98				98	12			12	110
28	98			2	96	12			12	108
29	96	3	3	1	101	12			12	113
30	101		1	1	100	12			12	112
31	100	2	1	2	101	12			12	113
Total		30	13	38	3064	—	4	3	374	3438

Average for month

Children	99
Employees	12
Total	111

FORM NO. 54. ATTENDANCE RECORD[a]

(Size 8½ x 11 inches)

[a] Juvenile Court of Cook County, Illinois: Report of a committee appointed under resolution of the Board of Commissioners of Cook County, bearing date August 8, 1911, page 181.

sum statements to minutely classified accounts which show clearly the sources of income and the cost of operating the different departments of the organization.

Institutions and societies which have well-organized accounting systems, show, as a rule, in their income accounts:

1. Funds received for maintenance from:
   (a) Public sources (itemized).
   (b) Donations, subscriptions, entertainments, etc.
   (c) Interest on invested funds.
   (d) Parents or friends of children.
   (e) Industrial work (if any).
   (f) Miscellaneous sources.
2. Funds received for purposes other than maintenance.
3. Loans and sales of securities.

The classifications of expenditures followed by institutions and societies necessarily differ because of the widely different character of their work.

The expense accounts of most of the large child-placing societies show:

Salaries.
Board of children in family homes.
Clothing furnished to children.
Express charges on clothing.
Medicine and medical attendance.
Traveling expenses of agents and children.
Advertising.
Postage.
Stationery and printing.
Office rent, fuel, and light.
Office supplies.
Furniture.
Telephone and telegraph.
Miscellaneous.
Total.

In societies where the executive officer supervises the raising of funds, the cost of collections and of propaganda work often figures in the regular financial statement. In such cases,

these items should be carefully designated so that they will not be confused with items covering the actual care of children.

An attempt to standardize the expense accounts of institutions was made by the National Conference of Charities and Correction in 1906,* and the following simple form for reporting current expenses was adopted by the conference at that time with a view to securing more uniform reports from institutions:

EXPENDITURES FOR GIVEN FISCAL YEAR

Current expenses:
1. Salaries and wages . . . . .
2. Clothing . . . . . .
3. Subsistence . . . . . .
4. Ordinary repairs . . . . . .
5. Office, domestic, and outdoor departments (include all other ordinary expenses) . . . . . .

Extraordinary expenses:
New buildings, land, etc. . . . .
Permanent improvements . . . . .
Grand total . . . . . .

While this summary serves as a basis for broad comparisons of the expenditures of different institutions, more detailed classifications are usually desirable for the uses of the institutions themselves.

The following classification used by the Hebrew Sheltering Guardian Society in its institution at Pleasantville, N. Y., shows one method of subdividing these main headings:

I. Salaries and Wages:
(a) General salaries and wages . . . . . .
(b) School teachers' salaries . . . . . .
(c) Vocational teachers' salaries . . . . . .
(d) Medical salaries . . . . . .
(e) Special musical instruction . . . . . .
Total . . . . . .

II. Food and Provisions:
(a) Meat . . . . . .
(b) Milk . . . . . .

* National Conference of Charities and Correction, Proceedings, 1906, p. 417.

(c) Butter and cheese . . . . . .
(d) Eggs . . . . . .
(e) Groceries . . . . . .
(f) Vegetables . . . . . .
(g) Bread . . . . . .
Total . . . . . .

III. Clothing, Shoes, etc.:
(a) Clothing . . . . . .
(b) Dry goods . . . . . .
(c) Shoes and leather . . . . . .
(d) Sewing room salaries . . . . . .
(e) Shoemakers' salaries . . . . . .
Total . . . . . .

IV. Fuel and Light:
(a) Coal . . . . . .
(b) Cartage . . . . . .
Total . . . . . .

V. Miscellaneous:
(a) Medical supplies . . . . . .
(b) Educational supplies . . . . . .
(c) Housecleaning supplies and soaps, starches, etc. . . .
(d) House furnishings . . . . . .
(e) Stationery and printing . . . . . .
(f) Postage . . . . . .
(g) Insurance . . . . . .
(h) Telephones . . . . . .
(i) Freight, cartage, etc. . . . . .
(j) Material for repairs . . . . . .
(k) Salaries for repairs . . . . . .
(l) Not classified . . . . . .
Total . . . . . .

Total expenditure . . . . . .
Per capita cost . . . . . .
Last month's expenditure . . . . . .
Last month's per capita cost . . . . . .

The following classification, which was adopted by a number of hospitals in New York City in 1906, shows a method of accounting by departments.*

* New York Society for the Relief of the Ruptured and Crippled. Report for year ending September 30, 1913, pp. 10–12.

See also Forms of Hospital Financial Reports and Statistics. New York, Presbyterian Hospital.

STATEMENT OF OPERATING EXPENSES FOR YEAR ENDING—

Administration Expenses:
- Salaries, Officers and Clerks . . . . . .
- Office Expenses . . . . . .
- Telephone and Telegraph . . . . . .
- Stationery, Printing and Postage . . . . . .
- Total Administration Expenses . . . . . .

PROFESSIONAL CARE OF PATIENTS

Salaries and Wages:
- Physicians . . . . . .
- Supt. of Nurses and Nurses . . . . . .
- Special Nurses . . . . . .
- Ward Employees . . . . . .

Dispensary:
- Salaries and Labor . . . . . .
- Supplies . . . . . .

Medical and Surgical Supplies:
- Apparatus and Instruments . . . . . .
- Medical Supplies . . . . . .
- Surgical Supplies . . . . . .
- Alcohol, Liquor, Wines, etc. . . . . .

Brace Shop:
- Salaries and Labor . . . . . .
- Salaries and Labor—Sewing Room . . . . . .
- Supplies . . . . . .
- Total Professional Care of Patients . . . . . .

DEPARTMENT EXPENSES

Pathological Laboratory:
- Salary . . . . . .
- Supplies . . . . . .

Photography:
- Salary . . . . . .
- Supplies . . . . . .

Housekeeping:
- Salaries and Labor . . . . . .
- Supplies . . . . . .

Kitchen:
- Labor . . . . . .
- Supplies . . . . . .

Laundry:
- Labor . . . . . .
- Supplies . . . . . .

DEPARTMENT EXPENSES (continued)

Steward's Department:
- Labor, Provisions
- Bread
- Milk and Cream
- Groceries
- Butter and Eggs
- Fruit and Vegetables
- Meat, Poultry and Fish
- Miscellaneous
- Total Department Expenses

GENERAL HOUSE AND PROPERTY EXPENSES

- Gas
- Electric Lighting
- Fuel, Oil and Waste
- Maintenance, Real Estate and Buildings
- Maintenance, Machinery and Tools
- Plumbing, Steam Fitting, Gas
- Ice
- Insurance
- Total General House and Property Expenses
- " Administration Expenses
- " Professional Care of Patients
- " Department Expenses
- Total Operating Expenses

Corporation and Other Current Expenses:
- Salaries
- Stationery, Printing and Postage
- Legal Expenses
- Loans
- Insurance
- Taxes
- Accrued Interest
- Miscellaneous
- Total Corporation Expenses
- Grand Total Current Expenses

This scheme could easily be adapted to the work of children's homes by changing the subdivision "Professional Care of Patients" to read "Care of Children," which would include:

Education.
Medical care.
Recreation.
Clothing, shoes, etc.

Each of these headings should be subdivided to show salaries and materials or supplies.

When institutions carry on industrial work or operate farms, the accounts should show the gross income from each industry and the total cost of carrying it on.

In small institutions, sharp departmental lines can not always be drawn, and it is unnecessary and impractical to attempt an elaborate classification of expenditures such as is desirable in a large institution, where it is important to have a check on the different departments.

For a discussion of principles and methods of accounting, organizations should consult one or more of the many authorities on this subject, or secure the services of expert accountants to install systems adapted to their work. A book entitled Cost Accounting for Institutions, by William Morse Cole,* discusses the principles of cost accounting and should be helpful to institutions interested in this subject.

MISCELLANEOUS MATERIAL

Many other important items which might be advantageously utilized in annual reports or in other published statements are often forgotten in the rush of daily work. To prevent this loss a small desk index for memoranda is invaluable. A canvas box 5½ inches wide, 3½ inches deep, and 3¾ inches high, will serve this purpose. Memorandum pads with sheets 3 x 5 inches may be used for making notes to be filed in this box. The superintendent may find it helpful, in addition, to carry a pocket note book, with loose leaf pages 3 x 5 inches which may be taken out and filed in this box. By means of division guides the memoranda may be classified as they are filed, so that matters relating to the children, the institution plant, administration, and so forth, will be in separate groups, ready for use.

NOTE: Several papers on Statistics are to be found in the Proceedings of the National Conference of Charities and Correction for 1906 (pages 412–444), which will be of value to persons who are interested

* Cole, William Morse: Cost Accounting for Institutions. New York, Ronalds Press Co., 1913.

in the improvement of social statistics. They indicate ways in which statistics may be of use to social organizations, to individuals, and to the community as a whole; they point out some of the defects in existing social statistics, and suggest some fundamental requirements for the building up of a body of scientific facts relating to social questions. These papers have a special significance as coming from practical social workers, who recognize that statistics play an important part in the solution of social problems.

CHAPTER IX

HOW TO SECURE GOOD INVESTIGATIONS AND RECORDS

IN devising a scheme of record keeping it must be remembered that no plan, however admirable, can operate itself, and that trained and efficient visitors and record clerks are required if the records of child-caring organizations are to serve the purposes which have been discussed.

A remark made by President Hadley of Yale in commenting upon safety signals on railroads, applies equally well to the work of record keeping. He said:

"The more and the better safety appliances we have, the more we are impressed with the need of more and better trained men to use them. . . . We hear talk of eliminating the human factor and making safety arrangements which shall be wholly and entirely automatic. The human factor can never be eliminated."*

To secure efficient investigations, well-kept records, and sound interpretation of facts is, however, a difficult problem for many organizations at the present time. When an institution or a society has learned from experience that investigations and record keeping make for economy and efficiency, they regard expenditures for these purposes as a legitimate part of their regular budget.† When, however, boards of trustees or public officials are unwilling or perhaps unable to employ trained persons for this work, it is necessary to consider how this service

* New York *Times*, December 13, 1913.

† The Secretary of the Children's Mission of Boston, in his report for 1913 (page 17), states: "We aim to spend as much as possible of our income for the actual requirements of the children in charge, yet child-helping is now a science, and it is economy to employ the highest grade of service attainable. Much of the money spent for salaries brings in return, through our preventive work, better ordered households, obviating the necessity for the children to come to us."

may be secured by child-caring agencies at a cost which will not be prohibitive. A number of plans suggest themselves, some of which are in successful operation.

In adopting a plan it should always be remembered that methods which are practical and acceptable in one locality are often quite unsuited to another, and that the method followed in any given place should be determined only after a thoughtful study of the social machinery, the peculiar needs, and the resources of the community.

TRAINING OF WORKERS

If an organization wishes to employ special workers, trained persons can usually be found through some strong, well-organized children's agency, or selected persons may be sent to such an agency for training before beginning work.*

There are also schools of philanthropy or social service in Chicago, New York, Boston, and several other cities, which prepare students to take up social work through regular courses extending over two years. These schools also conduct institutes during the summer which aim to bring practical workers together for the purpose of interchanging information and ideas. Special classes in social service have been established in many cities in connection with colleges and universities or charity organization societies.

CO-OPERATION OF AGENCIES

Some division of labor is desirable in the work of investigation and record keeping if the best results are to be secured. Often the most successful visitors do not make good record clerks and many of the best record clerks would be failures as investigators. Visitors should understand the essentials of good records as a basis for making proper reports of their work, but they should not be burdened with the clerical details if

* The Boston Children's Aid Society is willing to train persons for this work. The time required would vary from a few months to a year and a half, according to the ability and experience of the worker. The Children's Aid Society of Pennsylvania is also willing to do this, and there are doubtless other organizations which would consider it.

this can be avoided. There should also be a more general appreciation on the part of managers of the amount of time required for the clerical part of record keeping, and of the increased efficiency which results from having this work thoroughly done.

Because of the special training needed for investigation and record keeping and the consequent expense, it is often impossible for small organizations to afford special workers, and in many cases the full time of such persons would not be required. Some degree of co-operation, therefore, seems desirable for small organizations, and many of the larger institutions and societies believe that it is more economical and satisfactory to combine in this part of their work.

In Philadelphia, three of the large child-helping agencies, the Society for the Prevention of Cruelty to Children, the Children's Aid Society of Pennsylvania, and the Seybert Institution, maintain jointly a Children's Bureau* which investigates the home of every child for whom care is asked and files a complete record of the facts in each case. After the investigation is made, the Children's Bureau refers the child to the proper agency. If, for example, the child needs a foster home, he is sent to the Children's Aid Society; if the case is one of cruelty and neglect, to the Society for the Prevention of Cruelty to Children, and so on. When a child is referred by the Children's Bureau a digest of the record of his family history is sent to the organization which receives him. If further information is desired by the organization, it has access to the complete record on file in the Children's Bureau.

The services of the Bureau in Philadelphia are not limited to the three societies which maintain it. Other agencies in the community are at liberty to use it, and many children's institutions have applications looked up through the Bureau's

* Fourteen other organizations contribute small sums toward the maintenance of the Children's Bureau and are represented on its management. For further information about the development of the Children's Bureau, see annual reports of the Children's Aid Society of Pennsylvania, 1908 to 1913, inclusive; also, Proceedings of the Fifth Maryland Conference of Charities and Corrections, Nov., 1909, "The Coördination of Children's Agencies," by E. D. Solenberger, pp. 154–165.

agents before receiving children. In Baltimore, the Bureau of Information and Advice renders a similar service to a number of child-caring organizations in the city. In Boston, a plan is being considered for establishing a Joint Application and Investigation Bureau, a Joint Medical Service Bureau, and a Joint Home Finding Bureau.*

In some cities there are charity organization societies, with trained visitors and record clerks, which are willing to investigate and report upon cases for institutions. Some institutions, however, are unwilling to allow another agency to make investigations for them, because they claim that outside organizations are likely to take less pains with cases referred by institutions in which they are not directly interested. Where this difficulty occurs, there are ways by which it could probably be overcome. For example, several institutions could combine to employ a special visitor, who could work in conjunction with the charity organization society, and be under the direction of a children's committee composed of a representative from the society and one from each of the institutions for which the visitor is to make investigations. The interests of the institutions would be safeguarded in this way and at the same time they would have the benefits which would accrue from direct and close contact with the charity organization society.

Where, for special reasons, it might not be considered desirable for the visitor to work in direct conjunction with the society, or where no such agency exists in the community, the visitor could work independently, under a committee composed of representatives of the several co-operating institutions.

If the institution can not afford a special visitor and no co-operative plan is possible, the making of investigations and the keeping of records should be regarded as the major part of the duties of the person to whom they are assigned, and should take precedence over other duties of that person.

Even though child-caring organizations do not co-operate in the actual work of investigation and record keeping, they should at least co-operate to the extent of learning, before pass-

* Boston Children's Aid Society. Annual Report, 1913, pp. 10-14.

ing upon an application, whether or not that applicant is known to other social agencies in the community. This may be done in many places through what is known as a "confidential exchange" or "joint registration bureau," such as is found in Pittsburgh, Baltimore, Boston, and many other cities. It is one of the simplest and at the same time one of the most helpful forms of co-operation.

The latest annual report of the Children's Mission of Boston states:

> The most important form of co-operation, however, has been the central registration of all applications with the Confidential Exchange conducted by the Associated Charities. This has absolutely prevented the duplication of work by those agencies which register, and by bringing prompt and detailed information to investigators has saved both them and the applicants much delay and annoyance.*

By this plan, all of the agencies which agree to co-operate in a locality where a confidential exchange is established, register with the exchange the name of every applicant, with enough identifying information to distinguish him from other persons of the same name. In return, every agency which registers or inquires about an applicant learns from the exchange to what other agencies in the community the applicant is known.

Miss Margaret F. Byington, in a pamphlet which describes in detail the methods and purposes of the Confidential Exchange,† shows its value in eliminating the evil of investigating the same family over and over again, and the evils which result when independent agencies give contradictory advice to a family because they do not know what other institutions and societies have been doing for the family and why. She mentions the help which the Exchange may be to agencies which have no special visitors, its value to the applicants themselves, and its usefulness as a time saver.

In small communities where no confidential exchange exists and where the agencies are few, it is always possible for

* Children's Mission to Children, Boston. Annual Report, 1913, p. 15.

† Byington, Margaret F.: The Confidential Exchange. Pamphlet. New York, Charity Organization Department of the Russell Sage Foundation, 1912.

an institution or society to have a list of other charitable organizations in the vicinity and to inquire by telephone whether an applicant is known to them before making important decisions.

CONCLUSION

AS has been pointed out, there is wide diversity in standards and methods of record keeping among child-caring agencies, and a consequent lack of adequate social information by which to shape policies and test results. The importance of records, however, is being more and more recognized, and child-caring organizations everywhere are coming to see that they are not mere routine and red tape for purposes which have no direct relationship to the children, but that they are vital human documents which have an immediate, practical bearing upon child and community welfare. With the increasing co-operation of children's institutions and societies and various state and national organizations interested in work for children, a gradual trend toward greater uniformity and higher standards in record keeping may be expected.

As records become more uniform and better standardized, however, constant watchfulness will be necessary in order that they may be made sensitive indices of human conditions and not degenerate into perfunctory inventories of dead facts. The best record forms of today may fail to reflect the new developments and changed conditions of tomorrow, and a slavish adherence to outworn forms defeats the chief purposes of social record keeping. The ultimate ends which records are to serve in the care and treatment of individual children and in large social movements should always be kept in mind, and old forms and methods should give place to new and better ones as experience indicates the need of change.

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